



PHEASANTS FOREVER AND QUAIL FOREVER

The Habitat Organization

JOB VACANCY ANNOUNCEMENT



Western Conservation Specialist

Location: Negotiable. Prefer Western U.S. (AZ, CA, CO, ID, MT, NM, NV, OK, OR, TX, UT, WA, WY)

Application Deadline: December 24th, 2023

Anticipated Start Date: January 15th, 2024

Overview:

The Western Conservation Specialist is the primary contact providing technical assistance to seed customers and partners (conservation districts, agencies, chapters). They work with seed suppliers, agency partners, and our biologist team building habitat seed mixes, developing custom quotes, and ensuring product delivery. They are responsible for ensuring that cooperators have the highest degree of satisfaction through order fulfillment and implementation.

Primary Duties:

- Collaborate with the seed team to champion seed mix promotion, development, delivery, technical assistance and customer service to partners and cooperators.
- Provide conservation technical assistance to partners, cooperators, and other stakeholders to ensure the best habitat project success.
- Steward seed partners across the Western Region
- Coordinate the Pheasants Forever and Quail Forever Food Plot Preorder program for chapters and agency partners.
- Assist with Rights of Way & Energy projects related to vegetation and monitoring.

Essential Job Functions:

- Thorough understanding of conservation seed mix design and project implementation. Understanding of food plot mix development and implementation is also valuable.
- Work within tight deadlines and manage conflicting demands while successfully operating in a dynamic work environment with minimal direction from supervisor.
- Present program information in public settings and meetings; prepare clear, concise, and informative written documents and reports; maintain thorough and organized records.
- Build strong relationships with private landowners to further conservation priorities in the area.
- Attend necessary conferences, meetings, and events.
- Write reports, track work progress, prepare and record program/project data and records.
- Travel to various locations within the project area.

Required Knowledge, Skills, and Abilities:

- A general qualification guideline for this position is a Bachelor of Science Degree in Wildlife Biology/Management, Natural Resources, Environmental Sciences, or related degree from an accredited university.

- Experience communicating clearly and effectively with landowners, the public, and partners to achieve desired conservation outcomes.
- Understanding of project management principles and concepts of project constraints.
- Ability to work independently with little supervision and with diverse clientele.
- Technical and practical knowledge of wildlife ecology and natural community management in grassland and woodland systems
- Excellent verbal/written communication, coordination, and organizational skills.
- Valid driver's license required; some use of personal vehicle may be required (mileage reimbursement provided).
- Computer skills are required, and the applicant should be familiar with ARC GIS, Word, Excel and Microsoft Teams.
- Experience or knowledge of collaborative conservation and management and/or integrated wildlife management is preferred.

Training and Experience Guideline: Any combination of training and/or experience that will enable the applicant to possess the required knowledge, skills and abilities. A general qualification guideline for this position is a Bachelor of Science Degree in Wildlife Management or closely related natural resources field and/or related field experience.

Salary: Starting salary \$55,000 - \$65,000 (commensurate based experience) + benefits (view benefits on our recruitment page at www.pheasantsforever.org/jobs).

Travel: Some overnight travel will be required. Estimate range is 30-40 nights per year.

To Apply: Please combine your *cover letter, resume and 3 references* into 1 Word document or PDF file before uploading to the "Resume" section of your application on our recruitment website at: www.pheasantsforever.org/jobs

If you have questions, please contact: Michael Retterer at 937-631-1064 or mretterer@pheasantsforever.org.

Pheasants Forever and Quail Forever is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as a qualified individual with disability, or any other category that may be protected by law.