

PHEASANTS FOREVER & QUAIL FOREVER

The Habitat Organization

JOB VACANCY ANNOUNCEMENT



Habitat Partnership Specialist

Locations:

Missouri, centrally located

Application Deadline: December 10th, 2018



Anticipated Start Date: January 21st, 2019

Working Lands for Wildlife Position Note

This position is part of a collaborative partnership among Pheasants Forever, Inc. and Quail Forever, the National Fish and Wildlife Foundation (NFWF), the U.S. Department of Agriculture's Natural Resources Conservation Service (NRCS) and other partners to increase technical assistance capacity for advancing the implementation of the Working Lands for Wildlife Bobwhite (WLFW) Projects. The WLFW initiative supports voluntary conservation projects in priority working landscapes to benefit target species including the bobwhite quail. These positions will be employees of, and supervised by, Pheasants Forever, Inc and Quail Forever.

Associated WLFW positions have been posted in state-level announcements (One announcement per state in Arkansas, Georgia, Kentucky, Missouri, New Jersey, Ohio, and South Carolina). Applicants interested in applying for Pheasants Forever, Inc WLFW positions in MULTIPLE states MUST complete the application process for the appropriate state announcement.

Overview: This position will provide a unique opportunity to join an effective team working with innovative approaches and partnerships to benefit the wildlife resources in Missouri. This position will have the opportunity to work full-time, with benefits and flexible hours in a home office environment. With demonstrated skills and results, the position will have the opportunity to take on a wide array of responsibilities and duties.

Primary Duties:

- Develop, manage and administer databases to track partnerships programs, financial summaries and program results.
- Assist in the administration, data collection, and report delivery for associated grants
- Assist in development of promotional and educational materials, including newsletters, monthly communications, brochures, pamphlets, announcements and magazine articles.
- Develop and maintain relationships with program partners, state agencies and grantor entities.
- Provide progress reports and program results to program partners and grantor entities
- Work with the Missouri Quail Forever field staff to develop state programs and partnerships, manage landowner contracts, and track partnership program activities.
- Serve as a key liaison between Pheasant Forever/Quail Forever and governmental/resource agencies.

Required skills and abilities:

- Demonstrated ability to be detail oriented and organized.
- Demonstrated ability to produce accurate reports and summaries.
- Familiarity with Microsoft software packages including Word, Excel and Access. Ability to create and manage databases in MS Excel and Access.
- Ability to work both independently and in a team approach to accomplish desired goals and outcomes.

Additional skills include:

- Ability to work out of a home office. All office equipment required for the position is supplied.
- Typing skills of 45 wpm or more.
- Maintaining and updating website and assisting with social media content on a weekly basis.
- Assist staff in planning state meetings, habitat workshops, legislative gatherings and other meetings of importance to chapters and resource professionals.
- Familiarity with the Internet and sending electronic communication.
- Updating computer software packages.
- Maintain accurate financial reports for partnership programs and prepare financials deposits.

Education and Experience Preferred: Applicant should be detail oriented, innovative and a resourceful self-starter that is able to work with minimal supervision. Must be team oriented, with good oral and written communication skills.

Starting Salary: \$28,000 - \$30,000 + Health Benefits and Retirement Package

To Apply: Visit our website at: www.pheasantsforever.org/jobs

ONLY ONLINE APPLICATIONS WILL BE ACCEPTED. Please include your cover letter, resume and 3 references as a single Microsoft Word document or PDF file on the Recruitment website.

Contact: Casey Bergthold, Missouri State Coordinator, cbergthold@quailforever.org or 573-823-0675.

Pheasants Forever & Quail Forever are an EEO Employer/Vet/Disabled