



Texas Alliance for America's Fish & Wildlife

Position Announcement

Position Title: Statewide Coordinator

Organization: Alliance for America's Fish & Wildlife; <http://www.txwildlifealliance.org/>, working under the direction of Texas Conservation Alliance

Closing Date: Feb 15, 2018 or until position is filled

Salary: \$18-20/hr (approx. \$3120-3466/mo.)

Job Type: Full time (40 hrs/week, as an Independent Contractor)

Location: Within 3 hours of Austin

For inquiries contact: Richard Heilbrun, Richard.heilbrun@tpwd.texas.gov

APPLICATION INSTRUCTIONS: Send cover letter, resume, and references to Janice Bezanson, bezanson@texas.net

GENERAL DESCRIPTION:

Under the direction of the Texas Alliance for America's Fish & Wildlife Steering Committee, and with oversight from Texas Parks & Wildlife Department, this position is responsible for providing material support and leadership to a coalition of organizations and volunteers that support the Recovering America's Wildlife Act under consideration in the US Congress. Member organizations are generally interested in supporting the natural resources of Texas, and ensuring continued ecological health and diversity of Texas fish and wildlife populations. The Alliance seeks to strengthen regional and local collaborations that advance conservation of natural and wildlife resources, especially the Recovering America's Wildlife Act. The Coordinator will recruit and support member organizations, partner with other organizations to advance Alliance objectives, represent the Alliance to community leaders, businesses, and conservation groups, and actively recruit and manage volunteers. The successful candidate will manage many facets related to conducting a statewide natural resource campaign, which will include organizing workshops & training events, recruiting members & partners, coordinating action teams, implementing communication and marketing plans, managing social media platforms, and developing publications and media content.

The preferred candidate is a college graduate with experience in natural resource conservation who understands the importance of the connection between people and the natural world. To accomplish this, the candidate would have an academic or experiential background that understands and uses techniques that build these connections. The candidate will have the personal traits of being goal oriented, dedicated, personable, self-motivated, and a skilled public speaker. The person should be highly organized and completely professional, yet enthusiastic, approachable and able to relate to the general public. The ideal candidate will have experience cultivating partnerships and in public communication, both written and oral.

MINIMUM QUALIFICATIONS:

- A Bachelor's Degree from an accredited college or University or the equivalent in experience
- Two years of work experience demonstrating independent responsibility for projects or programs
- Ability to work 8a-5p, with occasional evening or weekend work required
- Occasional overnight travel required

PREFERRED EDUCATION

Any Bachelor's degree or higher will be considered. The ideal candidate will have education and/or experience in natural resource conservation, communications, and organizational management.

KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to represent the Alliance professionally to natural resource professionals and volunteers, the general public, and community leaders.
2. Personal interest in and knowledge of conservation issues.
3. Very strong organizational skills, with focus on time management, attention to detail, and ability to predict work flows and accomplish assigned tasks.
4. Ability to manage projects, including developing project timelines, delegating tasks, and producing deliverables.
5. Experience leading or working with volunteers.
6. Highly developed personal work ethic combined with the ability to work independently.
7. Well-developed written communication ability. (90% of written communication does not require any editing/review; 95% grammatical, typographic error-free.)
8. Strong public speaking skills with ability to adapt communication style to meet the audience needs, including size and type of audience.
9. A work history demonstrating candidate has created or delivered work products within deadlines.
10. Understanding of either basic marketing principles or principles of information dissemination/education.
11. Familiarity and comfort with MS Office products and ability to develop professional quality publications/documents (brochures, newsletters, reports, letters, press releases, etc.), spreadsheets/databases, and presentations. May also include graphics familiarity/skill.
12. Ability to multi-task, assign/recognize priorities.
13. Ability to develop and work towards both long- and short term goals simultaneously.
14. Knowledge of and experience using social media as a communication and marketing tool.