EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

POSITION TITLE: Conservation Legacy Education Contractor

DEADLINE: August 13, 2015

AVAILABLE: Immediately

TERM: One year, first 3 months probationary

INTERVIEWER(S): Helen Holdsworth - Director-Conservation Legacy

Kassi Scheffer – Education Program Specialist

LOCATION: Dallas, Ellis, Kaufman, and Rockwall counties

PHONE: (210) 826-2904

GENERAL POSITION DESCRIPTION: To assist the Conservation Legacy (CL) Program Unit in accomplishing the educational goals, objectives, and programs of the Texas Wildlife Association (TWA) and Texas Wildlife Association Foundation (TWAF). CL Education Contractor will be responsible for (1) developing, promoting, and deploying youth educational programs in formal and informal venues, and (2) developing, promoting, and deploying natural resource and private land stewardship lessons to formal and informal educators via workshops and professional networks.


Conservation Legacy Mission: The Conservation Legacy mission is to be a catalyst for conservation partnerships and empower and educate Texans with the knowledge of fundamental, science-based ecological principles, foster a connection to the land, and facilitate natural resources literacy by creating tangible relationships with the outdoors.

Primary Conservation Legacy Objectives include:

(1) To promote the outdoor heritage in Texas for present and future generations.
(2) To instill a basic understanding of practical conservation measures to promote wildlife habitat enhancement and management.
(3) To impart the basic skills, values, techniques, and responsibilities involved with wildlife management and to promote outdoor education, recreation, and opportunities on private lands.
(4) To recruit, educate, and train landowners, volunteer leaders, urban residents, and youth participants about natural resources stewardship.
(5) To provide, facilitate, coordinate, and highlight activities and events of TWA/TWAF and cooperating groups.
(6) To reinforce outdoor education through experiential, mentored opportunities for youth and parents through formal and informal educational venues.

Duties for the Conservation Legacy Program Unit:

(1) Prepare, deliver, implement, and evaluate the L.A.N.D.S. (Learning Across New Dimensions in Science) program in the following counties: Dallas, Ellis, Kaufman, and Rockwall. L.A.N.D.S. is a conservation education program of the Texas Wildlife Association (TWA).
(2) Maintain registration and records, correspondence, grant reporting, communications, volunteer recruiting and management, publicity and promotions for youth education programs.
(3) Assist CL staff with engaging landowners, organizations, agencies, volunteers and groups with common interests as sponsors, cooperators, and participants in Conservation Legacy Programs.
(4) Assist with TWAF and TWA educational programs and special events via regional co-hosts and/or TWA Regional Teams and/or other Sponsors.
(5) Other duties as directed by the CL Program Unit, TWA Board of Directors, Executive Committee, and the TWAF Trustees.

WORKING CONDITIONS:

(1) Estimated 40 hours per week, from home
(2) Variable working hours including evenings and weekends
(3) Frequent travel to and from activities and events, utilizing personal vehicle

MINIMUM QUALIFICATION REQUIREMENTS:

Education:

Bachelor’s degree in wildlife, natural resources, or education with a science background.
License:
Must possess or be able to obtain a Texas class “C” vehicle operator’s license.

Experience preferred:
(1) Knowledge of natural resource issues and Texas flora and fauna
(2) Experience in working with teachers, volunteers, and youth
(3) Familiar with basic computer programs (Word, PowerPoint, Excel).
(4) Knowledge of TEKS
(5) Experience teaching in formal and informal settings.
(6) Experience in planning and implementing events or workshops.

SELECTION CRITERIA:
(1) Ability to professionally and courteously answer telephones, requests of members, applicants, and volunteers, and become knowledgeable about TWA’s educational programs and events.
(2) Ability to work cooperatively with staff, members, and volunteers in a team environment.
(3) Skilled oral and written communication, knowledge of written English, including grammar and punctuation with an ability to communicate effectively both verbally and in writing with staff and visitors in a courteous and professional manner.
(4) Ability to use personal computers with word processing, spreadsheets, and database management software including Microsoft Word, Excel, PowerPoint, have Internet, and email experience.
(5) Ability to maintain flexibility, work with frequent and constant interruptions, and manage changing and multiple priorities.
(6) Ability to manage time effectively, organizing, and completing multiple tasks simultaneously.
(7) Ability to be a ‘self-starter’, work independently with minimal supervision, and exercise initiative in accomplishing tasks.
(8) Ability to demonstrate good work habits including being reliable, punctual, efficient and able to follow instructions.
(9) Ability to maintain records and files and assist with preparation of reports and correspondence.
(10) Ability to identify, locate and assemble information as well as recognize problems and make recommendations for solutions.
(11) Ability to make meeting and travel arrangements efficiently.
(12) In general, ability to assist with all of TWA’s, TWAF’s, and the Texas Brigades’ educational opportunities in a team and family oriented, cooperative spirit toward all involved.

Additional Requirements:
(1) Resume and letters of recommendation (3) must be submitted and will be verified by TWA.
(2) Some skills, evaluations, and personality profiles may be administered.
(3) Must have professional, cooperative, and family-oriented office and public demeanor.
(4) Must be trustworthy and honest as this position frequently handles checks, cash, credit card information, and donated items.
(5) Must pass a background check.
(6) Contract must be signed.

FORWARD RESUME TO: c/o Kassi Scheffer, Texas Wildlife Association, 3660 Thousand Oaks Dr., Ste. 126, San Antonio, Texas 78247. Phone: 210/826-2904. Fax: 210/826-4933 or email to kscheffer@texas-wildlife.org.

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