

## **EMPLOYMENT OPPORTUNITY ANNOUNCEMENT**

**POSITION TITLE:** Conservation Legacy Education Contractor

**DEADLINE:** July 26, 2016

**AVAILABLE:** Immediately

**LOCATION:** Collin, Denton, and Wise counties

**COMPENSATION:** Full-time, commensurate with experience

**TERM:** One-year contract

**INTERVIEWER(S):** Kassi Scheffer, Director of Education-Outreach Programs

Dr. Lisa Flowers, Director of Programs

**PHONE:** (210) 826-2904

**GENERAL POSITION DESCRIPTION:** To assist the Conservation Legacy (CL) Program in accomplishing the educational goals, objectives, and programs of the Texas Wildlife Association (TWA) and Texas Wildlife Association Foundation (TWAF) in the Greater Dallas/Fort Worth area with a focus in Collin, Denton, and Wise counties. Education Contractor, as part of the Conservation Legacy Outreach Program will be responsible for 1) developing, promoting, and deploying TWA's natural resource and private land stewardship lessons to youth (Grades K-8) in formal and informal educational venues and to formal and informal educators via workshops and professional networks; 2) creating awareness, imparting knowledge and appreciation of our natural resources to students and educators; 3) instilling an understanding of practical land management measures that promote wildlife conservation; 4) imparting skills, values, techniques, and responsibilities by promoting natural resource conservation education opportunities on private lands; 5) recruiting, educating, and providing leadership to volunteer leaders, urban residents, and youth participants about natural resources stewardship; and 6) providing, facilitating, coordinating, and highlighting events and activities of the Texas Wildlife Association.

### **Conservation Legacy Program Objectives:**

- (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 conservation education through experiential, mentored opportunities for youth and parents through formal and informal educational venues.

### **Education Contractor Outreach Program Components:**

- (1) Promote, deploy, evaluate, and assist in the development of "Wildlife by Design" classroom presentations for youth Grades K-8.
- (2) Coordinate and facilitate Outreach Teacher Workshops for formal and informal educators in the Greater Dallas/Fort Worth area with a focus in Collin, Denton, and Wise counties.
- (3) Promote the programs of Conservation Legacy and the Texas Wildlife Association.
- (4) Participate in local events (in Collin, Denton, and Wise counties) to promote the programs of the Texas Wildlife Association.
- (5) Establish professional connections with DFW-area organizations and institutions to increase awareness of TWA and its programs.
- (6) Collaborate with CL Team to develop and enhance Outreach Programs.

### **Duties for the Education Contractor:**

- (1) Maintain communications, publicity and promotions, reporting, registration and records, and volunteer recruiting and management for youth education programs.
- (2) Assist CL Team with engaging students, educators, educational institutions, administrations, organizations, agencies, landowners, volunteers, and groups with common interests as participants, cooperators, and sponsors in Conservation Legacy Programs.
- (3) Assist with other TWAF and TWA educational programs and special events via regional co-hosts and/or TWA Regional Teams and/or other Sponsors.
- (4) Other duties as directed by the CL Outreach Programs Director.

**WORKING CONDITIONS:**

- (1) Estimated 40 hours per week
- (2) Use of personal computer, printer, and associated office supplies
- (3) Frequent travel to and from activities and events, utilizing personal vehicle
- (4) Will work out of home office with available storage for equipment
- (5) Variable working hours including evenings and weekends
- (6) Resides in the Greater Dallas/Fort Worth area in close proximity to Collin, Denton, and Wise counties

**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 youth, teachers, and volunteers.
- (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 and workshops.

**SELECTION CRITERIA:**

- (1) Skilled oral and written communication, knowledge of written English, including grammar and punctuation with an ability to communicate effectively both verbally and in writing in a courteous and professional manner.
- (2) Ability to manage time effectively, organizing, and completing multiple tasks simultaneously.
- (3) Ability to demonstrate good work habits including being reliable, punctual, efficient and able to follow instructions.
- (4) Ability to be a 'self-starter,' work independently with minimal supervision, and exercise initiative in accomplishing tasks.
- (5) Ability to use personal computers with compatible word processing, spreadsheets, and database management software including Microsoft Word, Excel, PowerPoint, have Internet, and email experience.
- (6) Ability to maintain records and files and assist with preparation of reports and correspondence.
- (7) Ability to work cooperatively with educators, staff, members, and volunteers in a team environment.
- (8) Ability to assist with TWA's and TWAF's educational opportunities in a team environment.

**ADDITIONAL REQUIREMENTS:**

- (1) Resume and list of three (3) references must be submitted.
- (2) Must complete and pass a background check.
- (3) Contract must be signed upon hiring.

**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](mailto:kscheffer@texas-wildlife.org).

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