EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

POSITION TITLE: Conservation Legacy Program Assistant

AVAILABLE: IMMEDIATELY

TERM: At will, first 3 months probationary

LOCATION: TWA headquarters, San Antonio

DEADLINE: March 31, 2015

SALARY: Hourly, commensurate with experience

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 Program Assistant will be responsible for supporting the Conservation Legacy staff, its associates, and volunteers as they strive to educate Texas youth and adults of the importance of private land stewardship and management of the state’s natural resources.

Duties for the Program Assistant:

(1) Prepare, deliver, and implement processes and documents of the Conservation Legacy program of the Texas Wildlife Association (TWA).

(2) Maintain registration and records, correspondence, grant reporting, and communications related to volunteer recruiting and management, and publicity and promotions for youth and adult education programs.

WORKING CONDITIONS:

Hourly, estimated 20 hours per week. Normal office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. at the TWA office.

MINIMUM QUALIFICATION REQUIREMENTS:

Education:

(1) High school diploma or GED

(2) Completed coursework and/or formal training in Information Technology

Experience required:

(1) Experience with Microsoft Suite (Word, PowerPoint, Excel, Publisher) and Adobe Acrobat

(2) Familiar with graphics editing software (Adobe InDesign, Illustrator, Photoshop, or similar program)

(3) Creation of promotional and marketing documents and materials

(4) Familiar with digital marketing formats, such as e-newsletters and social media

(5) Familiar with website management and editing

Experience preferred:

(1) Knowledge of natural resource issues and Texas flora and fauna

(2) Experience in working with teachers, volunteers, youth, and adults in an education setting

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.
Ability to demonstrate good work habits including being reliable, punctual, efficient and able to follow instructions.

Ability to maintain records and files and assist with preparation of reports and correspondence.

Ability to identify, locate and assemble information as well as recognize problems and make recommendations for solutions.

Ability to make meeting and travel arrangements efficiently.

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. No more than three (3) examples of marketing materials (printed piece, website, etc.) which you personally created. At least one example must be a printed piece.
3. Some skills, evaluations, and personality profiles may be administered.
4. Must have professional, cooperative, and family-oriented office and public demeanor.
5. Must be trustworthy and honest as this position frequently handles checks, cash, credit card information, and donated items.
6. Must pass a background check.

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

AN EQUAL OPPORTUNITY EMPLOYER