EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

POSITION TITLE: Conservation Legacy Program Assistant
POSITION TYPE: Part time, hourly
HOURS: 20-30 hours weekly, Monday – Friday between 8am – 5pm
PAY: $11.00/hour
AVAILABLE: July/August 2019
LOCATION: TWA Headquarters, San Antonio

PHONE: (210) 826-2904

GENERAL POSITION DESCRIPTION: Assistant to Texas Wildlife Association Programs will be responsible for supporting the Conservation Legacy (CL) 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. The overall focus will be to accomplish the educational and operation goals, objectives, and programs of the Texas Wildlife Association.

DUTIES FOR THE PROGRAM ASSISTANT:
1. Execute the maintenance and distribution of all CL Discovery Trunks from the TWA Headquarters (year-round)
2. Provide administrative assistance with projects to include data entry, construction of educational resources, ordering supplies, and mailing, as needed.

PHYSICAL REQUIREMENTS OF THE POSITION:
- Ability to lift 40 pounds regularly
- Ability to constantly/frequently be mobile, moving, or standing
- Ability to climb, stoop, kneel, crouch, reach, stand, walk, push, pull, lift, and grasp
- May be expected to sit at a desk for long hours

MINIMUM QUALIFICATION REQUIREMENTS:

Education required:
1. High school diploma or GED

Education Preferred:
1. Bachelor’s degree from an accredited college or university, with a natural resources focus

Experience required:
1. Microsoft Suite (Word, PowerPoint, Excel, Access, Outlook, Publisher) and Adobe Acrobat
2. Efficiently executing a detailed multi-step project/task with minimal supervision

Experience preferred:
1. Strong communication skills - written and verbal
2. Experience in managing inventory
3. Experience with data entry

SELECTION CRITERIA:
1. Ability to work professionally and cooperatively with staff and volunteers in a team environment.
2. Ability to use computers with word processing, spreadsheets, and database management software including Microsoft Word, Excel, PowerPoint, have Internet and email experience.
3. Ability to maintain flexibility, work with frequent and constant interruptions, and manage changing and multiple priorities.
4. Ability to manage time effectively, organizing, and completing multiple tasks simultaneously.
5. Ability to be a ‘self-starter,’ work independently with minimal supervision, and exercise initiative in accomplishing tasks.
6. Ability to demonstrate good work habits including being reliable, punctual, efficient and able to follow instructions.
7. Ability to maintain records and files and assist with preparation of reports and correspondence.
(8) Ability to identify, locate and assemble information as well as recognize problems and make recommendations for solutions.
(9) In general, ability to assist with all of TWA’s program opportunities in a cooperative spirit toward all involved.

Additional Requirements:
(1) Resume and list of three (3) references 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 may handle checks, cash, and credit card information.
(5) Must pass a background check.

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.

AN EQUAL OPPORTUNITY EMPLOYER