POSITION TITLE: Education Program Specialist  
DEADLINE: December 7, 2018  
START DATE: February 2019  
TERM: At will  
LOCATION: North Texas, with focus on the Greater Dallas/Fort Worth area  
COMPENSATION: Full-time position, Commensurate with experience, plus benefits (first six months probationary)  
REPORTS TO: Director of Education – L.A.N.D.S. Intensive

ABOUT TEXAS WILDLIFE ASSOCIATION’S CONSERVATION LEGACY

Conservation Legacy programs strive to empower and educate generations of Texans about land stewardship, engaging them in the natural world from the classroom to the great outdoors. Conservation Legacy programs deliver the private lands stewardship message using hands-on, science-based interactive lessons, and facilitate natural resource literacy by creating tangible relationships in the outdoors. Learning Across New Dimensions in Science (L.A.N.D.S.) Outreach and Intensive is a suite of science-based interactive educational programs for K-12 to utilize in formal and informal educational venues.

The guiding objectives are to:
1) Foster a personal connection to wildlife and the land;
2) Facilitate agricultural and natural resource literacy by providing meaningful learning experiences within the outdoors;
3) Educate and empower Texans with scientific knowledge of fundamental ecological principles that apply to their life every day.

GENERAL POSITION DESCRIPTION:

This position will involve working with all aspects of the Conservation Legacy (CL) L.A.N.D.S. Intensive Program to accomplish the educational goals and objectives of the Texas Wildlife Association (TWA) and Texas Wildlife Association Foundation (TWAF) in the Greater Dallas/Fort Worth area.

The L.A.N.D.S. Education Program Specialist is part of the Conservation Legacy Program team and is responsible for 1) developing, promoting, and deploying TWA’s natural resource and private land stewardship lessons to youth (Grades 4-12) 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 and the importance of land stewardship to students and educators; 3) increasing an understanding of practical land management practices that promote wildlife conservation; 4) imparting skills, techniques, responsibilities, and values 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.

L.A.N.D.S. EDUCATION PROGRAM SPECIALIST RESPONSIBILITIES:

1) Work with the statewide L.A.N.D.S. Intensive staff and team in the design and implementation of L.A.N.D.S. Intensive educational ventures. The Program Specialist will be primarily responsible for one area of the state (North Texas).
(2) Assist with effective strategies for furthering TWA’s L.A.N.D.S. Intensive program(s) and coordinate field investigation days, quail/deer necropsies in the classroom, teacher and volunteer recruitment and training efforts, and regional events.

(3) Assist in volunteer recruitment, training and coordination associated with adult and youth educational efforts.

(4) Actively help the Conservation Legacy Team and Texas Wildlife Association Foundation Director of Development identify funding opportunities for education programs.

(5) Participate in local events to promote the programs of the Texas Wildlife Association.

(6) Establish professional connections with area organizations and institutions to increase awareness of TWA and its programs.

(7) Collaborate with the CL Team to develop and enhance L.A.N.D.S. Intensive as part of the Conservation Legacy suite of programs.

WORKING CONDITIONS:

(1) Full time
(2) Variable work hours including some evenings and weekends.
(3) Will work out of home office with available storage for equipment.
(4) Frequent travel to and from activities and events, utilizing personal vehicle.
(5) Must possess personal, appropriate vehicle, capable of pulling small cargo trailer (5,000 lbs. max).
(6) Will work in classrooms and the outdoors.
(7) Use of personal computer, printer, and associated office supplies.
(8) Must possess or be able to obtain a Texas Class “C” vehicle operator’s license.
(9) Resides in the Greater Dallas/Fort Worth area.

MINIMUM QUALIFICATION REQUIREMENTS:

Education:
Bachelor’s degree from accredited college or university in education or natural resources related field;
Master’s degree preferred.

License:
Must possess or be able to obtain a Texas class “C” vehicle operator’s license.

Experience preferred:
(1) Passion for teaching youth in classroom and outdoor settings, and experience in formal and information education settings.
(2) Experience in working with youth, teachers, and volunteers, and coordinating programs.
(3) Knowledge of natural resources, natural resource issues, Texas flora and fauna, and the human/wildlife interface.
(4) Knowledge of the Texas Essential Knowledge and Skills (TEKS) standards.
(5) Familiar with basic computer programs (Adobe, Word, PowerPoint, Publisher, Excel, Google docs).
(6) Experience in planning and implementing presentations, workshops, and public events.

SELECTION CRITERIA:
(1) Knowledge and personal experience related to hunting, conservation, land management, natural resource education and youth development.
(2) 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.
(3) Ability to deliver professional written and oral presentations to, educators, landowners, youth and general public.
(4) Ability to manage time effectively, organizing, and completing multiple tasks simultaneously.
(5) Ability to demonstrate excellent work habits including being reliable, punctual, efficient and able to follow instructions.
Ability to be a ‘self-starter,’ work independently with minimal supervision, and exercise creativity and initiative in accomplishing tasks.

Ability to use personal computers with compatible word processing, spreadsheets, and database management software including Microsoft Word, Excel, PowerPoint, Publisher, have Internet, and email experience.

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

Ability to work cooperatively with educators, staff, members, and volunteers in a team environment.

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 satisfactorily pass a background check.
(3) At will employment letter must be signed upon hiring.

SEND LETTER OF APPLICATION AND RESUME TO: Leslie Wittenburg, Texas Wildlife Association, 3660 Thousand Oaks Dr., Ste. 126, San Antonio, Texas 78247. Phone: 210/826-2904. Fax: 210/826-4933 or email to lwittenburg@texas-wildlife.org.

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