

TEXAS WILDLIFE ASSOCIATION
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT



Position Title: Conservation Legacy Program Assistant
Deadline: February 1, 2023 (or until filled)
Start Date: February/March 2023
Location: TWA Headquarters, New Braunfels
Term: Full-time
Hours: Monday – Friday between the hours of 8am – 5pm
Salary: Commensurate with experience, plus benefits (first six months probationary)
Reports to: Director of Formal Education

General Position Description:

Assistant to Conservation Legacy (CL) Programs 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. The overall focus will be to accomplish the educational and operation goals, objectives, and programs of the Texas Wildlife Association and Conservation Legacy.

Duties for the Program Assistant:

- Execute the maintenance and distribution of all CL Discovery Trunks from the TWA Headquarters (year-round).
- Provide administrative assistance with transactions and projects to include: data entry, construction of educational resources, ordering supplies, handling travel, scheduling and reservation arrangements, creating online event registrations, and mailing, as needed.
- Maintain data in the CL database.
- Create or update content on CL webpages of the TWA website.
- Create digital marketing, i.e. e-newsletters utilizing a program such as Constant Contact or producing materials using Canva

Minimum Qualification Requirements:

Education required:

- High school diploma or GED

Education Preferred:

- Bachelor's degree from an accredited college or university, with an education or natural resources focus

Experience required:

- 1) Two years in a related position
- 2) Strong communication skills - written and verbal
- 3) Microsoft Suite (Word, PowerPoint, Excel, Access, Outlook, Teams), Adobe Acrobat, Zoom, and online/digital marketing programs.
- 4) Efficiently executing a detailed multi-step project/task with minimal supervision
- 5) Acute attention to detail, specifically metrics reporting and data

Experience preferred:

- 1) Experience in managing inventory
- 2) Experience with data entry
- 3) Experience with website management – WordPress preferred

Knowledge, Skills and Abilities:

- 1) Physical Requirements of the position: ability to lift 40 pounds regularly, ability to constantly/frequently be mobile (stoop, kneel, crouch, reach, push, pull, and grasp), moving, or standing.
- 2) Ability to work professionally and cooperatively with staff and volunteers in a team environment.
- 3) Ability to use computers with word processing, spreadsheets, and database management software including Microsoft Word, Excel, PowerPoint, and Outlook, and have Internet and email experience.
- 4) Ability to be a 'self-starter,' work independently with minimal supervision, and exercise initiative in accomplishing tasks.
- 5) Ability to maintain flexibility, work with frequent and constant interruptions, and manage changing and multiple priorities.
- 6) Ability to maintain complex records and files, assist with preparation of reports and correspondence, and other general office support functions.
- 7) Ability to identify, locate and assemble information as well as recognize problems and make recommendations for solutions.
- 8) Ability to make meeting and travel arrangements efficiently.
- 9) Must be customer service oriented - professionally and courteously answer the telephones, operate phone system, and/or take detailed messages.
- 10) Must be trustworthy and honest as this position may handle checks, cash, and credit card information.
- 11) Ability to demonstrate good work habits including being reliable, punctual, efficient and able to follow instructions.
- 12) In general, ability to assist with all of TWA's program opportunities in a cooperative spirit toward all involved.

Working Conditions:

- Full time, based out of TWA Headquarters
- Medical, dental, and vision benefits provided or available, as well as 401(k) and life insurance

Additional Requirements:

- 1) Cover letter referencing the position 'Program Assistant'
- 2) Resume
- 3) List of three (3) references
- 4) Must possess or be able to obtain a Texas class "C" vehicle operator's license
- 5) Must pass a background check
- 6) At will employment letter must be signed

Send Letter of Application and Resume to: c/o Kassi Scheffer-Geeslin, Texas Wildlife Association, 6644 FM 1102, New Braunfels TX 78132. Phone: 210/826-2904. Fax: 210/826-4933 or email to kscheffer@texas-wildlife.org.

AN EQUAL OPPORTUNITY EMPLOYER

