



EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

POSITION TITLE: Intern Texas Big Game Awards

PHONE: 210/826-2904

POSITION LOCATION: New Braunfels

SALARY: TBD paid per hour

TERM: October 1, 2023 – May 1, 2024

GENERAL POSITION DESCRIPTION: Responsible for supporting the goals, objectives, and database of the Texas Big Game Awards (TBGA) program. The primary goal of the position will be to enter all official entry forms for the current hunting season as well as manage the current season's database. The TBGA intern will report to the TWA COO and shall:

- 1) Using the TBGA's database system (Microsoft Access), enter all entry forms (scoresheets) submitted by hunters during the current hunting season.
- 2) Assisting in furthering the TBGA's goals, objectives and other needs where assigned.
- 3) Work with our partners at Texas Parks and Wildlife Department (TPWD) where needed as it relates to certain entry forms and planning of summer banquets.
- 4) Ability to manage the program's filing needs as well as prepare reports when needed.
- 5) Analyze entry data to share with TPWD and the Texas hunting public.
- 6) Support TBGA's social media accounts.
- 7) Performing other duties as assigned.

WORKING CONDITIONS:

Part Time.

Variable working hours.

Travel may be required.

PREFERRED QUALIFICATION REQUIREMENTS:

Education & Requirements:

- 1) Current enrollment as an undergraduate or graduate student in an accredited college or university enrolled in a Natural Resource Management or closely related degree plan.
- 2) Experience with data analysis and Microsoft Access.
- 3) Excellent communication, organization skills, and be self-motivated.
- 4) Ability to work irregular schedules including some weekends, evenings and overnight stays.
- 5) Self-starter with the ability to work with little direct supervision at certain times.

License:

- 1) Must possess or be able to obtain a Texas class "C" vehicle operator's license.

SELECTION CRITERIA:

Knowledge, Skills and Abilities:

- 1) Knowledge of hunting, conservation, land management, natural resource management.
- 2) Strong skills in database management, preferable in Microsoft Access.
- 3) Ability to communicate effectively.
- 4) Skill in business management.
- 5) Strong organizational, writing and computer skills.
- 6) Ability to meet deadlines and coordinate strong, visible programs.
- 7) Knowledge of the Texas Wildlife Association, Texas Wildlife Association Foundation and their missions.
- 8) Knowledge of hunting in Texas.

Additional Requirements:

Resumes must be submitted and will be verified by TWA.

Must furnish own vehicle for travel, if needed (mileage reimbursed at Federal Mileage Allowance).

Must have professional, cooperative, and family-oriented office and public demeanor.

All employment letters must be signed.

FORWARD RESUME TO:

Texas Wildlife Association, c/o David Brimager, 6644 FM 1102, New Braunfels, Texas 78132. Email: dbrimager@texas-wildlife.org Phone: 210/826-2904. Fax: 210/826-4933.

AN EQUAL OPPORTUNITY EMPLOYER