

TEXAS WILDLIFE ASSOCIATION
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT



Position Title: Conservation Education Specialist – Youth Education
Deadline: April 15, 2024, or until filled
Start Date: May 2024
Location: Remote, Central Texas (greater IH-35 and I-10 corridors)
Term: Year-round
Salary: Commensurate with experience, plus benefits
Supervisor: Director of Youth Education

General Position Description:

Responsible for the development, management, deployment, and evaluation of Wildlife by Design classroom presentations, Teacher Workshops, and Middle/High School Land, Water & Wildlife Expeditions programming, to promote the understanding of private land stewardship and natural resources conservation practices, focused within formal education venues, to reach new audiences related to wildlife and natural resources.

Youth Education Responsibilities:

- Managing the Wildlife by Design and Teacher Workshop programs and supervising the associated educators.
- Developing the suite of lessons and programs geared for middle school and high school learners.
- Engaging in volunteer recruitment, training, and coordination associated with adult and youth efforts.
- Developing educational content to include objectives and methods that connect formal science with wildlife and natural resources conservation.
- Utilizing a program evaluation plan to include metrics, questionnaires, and methods for implementing to measure program impacts.
- Excellence in organizational management with the ability to inspire and motivate others to perform well by coaching, managing, and developing high-performance teams, set and achieve strategic objectives, and develop and manage a budget.
- Lead the communication, marketing, and expansion of managed programs.
- Supporting and providing assistance with projects and programs from the administrative level to managing and executing programs.
- Assisting with and supporting fundraising initiatives of Texas Wildlife Association Foundation, Inc. (TWAF).

Department Responsibilities:

- Coordinate with the Conservation Legacy team to plan, budget and manage day-to-day operations to include registration and records, volunteer recruiting and management, fundraising and grant reporting, communications, publicity, promotions, and partner relations.
- Network and establish professional connections with members of the media, conservation organizations, outdoor industries, landowners, government agencies, Independent School districts, Regional Service Centers, and individuals to promote TWA and TWAF programs, and provide a highly visible, clear perception to the general public about our mission, philosophy, and values.
- Engage TWA members, landowners, organizations, agencies, volunteers and groups with common interests as sponsors, cooperators, and participants in Conservation Legacy Programs.
- Accomplishing the youth and adult educational goals and objectives as part of education programs and special events, aligned with the TWA and TWAF missions.
- Conduct all other business of Conservation Legacy as directed by the leadership of TWA and TWAF.

Minimum Qualification Requirements:

Education: Bachelor's degree from accredited college or university in a natural resources related field or biological science education

Experience preferred:

- Experience in science, wildlife and fisheries, and/or natural resource education.
- Experience planning and implementing youth and adult education events and/or workshops.

- Experience managing remote employees.
- Experience providing programs and/or services to formal educators.
- Experience working with volunteers and coordinating field-based trainings with other natural resource professionals.
- Experience with computers and software (i.e., Microsoft Word, Excel, PowerPoint, Teams, Zoom. etc.)

Knowledge, Skills and Abilities:

- Knowledge of natural resources, hunting, conservation, native species, human/wildlife dimensions, natural resource education, and youth development.
- Knowledge of the formal education system, from the state level to the student learner.
- Knowledge and understanding of Science TEKS spanning from Grades K-12 and how they relate to natural resources and conservation education.
- Skill in writing science lessons, activities, presentations, and outdoor field lessons, to include the topics of natural resources, conservation, and stewardship.
- Skill in personnel supervision and management of teams and projects.
- Skill in project/event coordination, organization, and logistics.
- Skill in business and/or office management, records maintenance and data reporting, and general planning and budgeting.
- Skilled in the utilization of the Microsoft Suite (Word, PowerPoint, Excel, Outlook, Publisher, and Teams), Adobe Acrobat, and social media.
- Ability to be a ‘self-starter’ and work both independently and in a team-oriented collaborative environment, and exercise initiative in accomplishing tasks.
- Ability to efficiently execute a detailed multi-step project, as well as organize and complete multiple tasks simultaneously with minimal supervision.
- Ability to effectively coordinate and manage high-stress and/or complex projects while maintaining composure and professionalism.
- Ability to demonstrate good work habits including being reliable, punctual, efficient and able to follow instructions and meet deadlines.
- Ability to work cooperatively with and maintain positive working relationships with volunteer leadership and volunteers, partners, donors and sponsors, government agency employees and leaders, and members of academia at all levels.
- Ability to deliver effective and professional written communications and oral presentations to corporations, educators, landowners, youth and general public.
- In general, ability to assist with all of TWA/TWAF’s educational opportunities in a team and family oriented, cooperative spirit toward all involved.

Working Conditions:

- Full time
- Variable working hours including evenings and weekends
- Occasional travel to activities and events
- Medical, dental, and vision benefits provided or available, as well as 401(k) and life insurance
- Business travel and program supply expenses will be reimbursed with proper documentation

Additional Requirements:

- Resume, cover letter, and list of three (3) references must be submitted.
- Must possess or be able to obtain a Texas class “C” vehicle operator’s license.
- Must complete and satisfactorily pass a background check.
- At will employment letter must be signed.

SEND LETTER OF APPLICATION AND RESUME TO: Kassi Scheffer-Geeslin, Texas Wildlife Association, 6644 FM 1102, New Braunfels TX 78132 | kscheffer@texas-wildlife.org | Phone: 210-826-2904