HABITAT PROJECTS AND HUNTING COORDINATOR
DELTA MARSH, MANITOBA, CANADA
JOB POSTING

POSITION SUMMARY
The Habitat Projects and Hunting Coordinator will lead Delta’s habitat and infrastructure management operations at the Delta Marsh, and oversee seasonal staff to ensure habitat objectives and maintenance needs are achieved annually. This position will also be responsible for coordinating fall hunts and associated activities for Delta Waterfowl guests, industry partners, and other hunt groups at the Delta Marsh.

ESSENTIAL JOB FUNCTIONS

- Perform duties related to habitat and infrastructure management of Childs’ and Delta Waterfowl roads and Marsh properties, including road and dike maintenance, mowing, invasive weed management, tree removal, seed bed preparation and seeding, and management of water levels in marsh units.
- Maintain a daily log book of all habitat management activities on Childs and Delta Waterfowl properties as they occur (i.e., chemical spraying, cultivation, burning, seeding, flooding, draw-down dates, etc.). Take photos of completed work.
- Complete an internal report annually that details work completed at the Delta Marsh, specifically highlighting the habitat response to techniques and treatments.
- Identify and document habitat, infrastructure, and equipment needs and provide recommendations to supervisor and Senior Staff.
- Coordinate and oversee outsourced construction and habitat management projects.
- Recruit and supervise seasonal staff (i.e., summer and fall technicians), including creation of weekly schedules and daily supervision of work activities as applicable.
- Represent Delta Waterfowl professionally at meeting and gatherings with Delta Waterfowl guests, industry partners, and other wildlife professionals.
- Serve as on-site coordinator for hunts with Delta Waterfowl guests at the Delta Marsh. Including, but not limited to: build and/or maintain hunting blinds, create and maintain inventory of necessary hunting equipment (e.g. decoys, waders, shot shells, etc.), scout and select daily hunting locations, transport guests to hunt locations, assign hosts for hunt groups, and maintain hunter staging area and bird cleaning/storage facility (e.g., bird cleaning, proper marking/tagging of harvested birds, coolers for transport, etc.).
- Assist Delta Marsh Maintenance and Service Manager and Delta Marsh Facility Coordinator with facility upgrades and other duties as needed.
- Provide a list of work tasks to supervisor weekly (each Friday) during spring and summer field work.
- Participate in a weekly planning meeting (i.e., conference call) at the beginning of each week to review priority tasks and discuss material and/or equipment needs.
- Work with Senior Staff to prepare annual management plan and budget for Delta Marsh.
- Assist with delivery of Delta Waterfowl duck production programs. Including construction and transportation of Hen Houses.
- Work with Waterfowl Scientist to coordinate research at Delta Marsh and Minnedosa Field Stations as needed.
• Complete vehicle, ATV, and trailer maintenance and licensing.
• Recruit and provide training to seasonal waterfowl research technicians.
• Other duties as assigned.

REQUIRED QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• A Bachelor’s degree in a wildlife or closely related degree field, or a combination of training, education, and experience that is relevant to the responsibilities listed above.
• Ability to effectively lead field staff and complete projects in a timely manner.
• Possess good organizational and time management skills.
• Ability to interact comfortably and effectively with Delta Waterfowl guests, Board Members, supervisors, co-workers, field staff and the general public.
• Ability to effectively operate a computer and software, including Microsoft office and email programs.
• Ability to perform assigned responsibilities with a minimum of supervision.
• Ability to stand, bend, lift heavy objects, walk over uneven ground, and complete physically demanding tasks on a routine basis.
• Ability, or capacity to learn, to operate a variety of machinery, including skid steer loaders and utility tractors.

PHYSICAL DEMANDS
While performing the duties of this job, the employee is required to work in an office environment well as in the field (e.g., marsh, water, woods, etc.). The employee is regularly required to sit, talk and listen. The position requires dexterity in using telephone, computer keyboard, mouse, calculator and other office equipment. The employee is regularly required to stand, walk, and navigate stairs. The employee must lift and move up to 40 pounds. Vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Please contact Matt Chouinard, Senior Waterfowl Programs and Delta Marsh Property Manager, at mchouinard@deltawaterfowl.org for more information about the position.

APPLICATION PROCEDURES
Please submit the following documents to bsicble@deltawaterfowl.org:
• Cover letter
• Resume
• Three professional references
• Statement of expected annual salary

Delta Waterfowl Foundation is proud to be an equal opportunity employer.