JOB VACANCY ANNOUNCEMENT

Education & Outreach Coordinator
Location: North Dakota (Bismarck, preferred)

Application deadline: October 16, 2020

Overview: This position will serve to address two main goals of Pheasants Forever in North Dakota focused on conservation outreach and R3. The first responsibility of this position is to provide targeted outreach, education and technical assistance to agricultural producers and landowners in North Dakota with the goal of accelerating conservation interest and program participation rates amongst women. This position will work collaboratively with Federal and State Agencies, NGOs and other local partners to identify and implement these outreach opportunities. The second goal of this position is to lead Pheasants Forever’s Recruitment, Retention and Reactivation of hunters (R3) within North Dakota. The position will work collaboratively with our network of chapters along with State and local partners to develop and employ strategies that engage new audiences in hunting and conservation. This position is based out of a home office and will work across North Dakota. In-state overnight travel is expected.

Duties:
- Coordinate, promote and deliver workshops, trainings, and field tours to audiences of agricultural producers, landowners, NGO staff and governmental agencies focused on engaging women in agriculture.
- Work directly with Pheasants Forever chapters, volunteers and partners to deliver PF’s R3 (Recruit, Retain, Reactivate) programming and events (mentor hunts, shooting sports events, pollinator habitat projects, etc) within North Dakota.
- Provide conservation technical assistance to landowners, operators, and volunteers as needed.
- Develop professional programmatic materials such as newsletters, brochures, surveys, and presentations related to both conservation outreach and R3 that adhere to brand standards.
- Be a leader in establishing a network of connected and empowered women landowners, operators and sportswomen.
- Perform other related duties as assigned.

Required Knowledge, Skills and Abilities:
- Ability to communicate clearly and effectively with team members, landowners, operators, volunteers, sportsmen and women and partner agency staff.
- Experience conducting outreach events and familiarity with outreach methodologies. Knowledge of the Women’s Food and Agriculture Network’s (WFAN) Women Caring for the Land (WCL) and the Outdoor Recreation Adoption Model (ORAM) is a plus.
- Ability to work independently in a home office setting without direct supervision and with diverse clientele.
- Excellent verbal and written communication and organizational skills.
- Knowledge of State and Federal conservation program offerings, including USDA conservation programs, other federal conservation programs (e.g. U.S. Fish and Wildlife Service Partners for Fish and Wildlife Program), as well as state programs and Pheasants Forever programs.
- Computer skills are required and applicant should be familiar with the Microsoft Office suite of programs as well as ArcGIS.
- Candidate will be required to obtain hunter’s education certification and participate in a Hunter Mentor Training.
- Valid driver’s license. Use of personal vehicle required (mileage reimbursed).

Education and Experience Guideline: A Bachelor of Science in an applicable field of study (i.e. soil science, natural resources management, wildlife management/ecology, range management, etc.) from an accredited university. Or a degree in Social Sciences or Communications with a strong background in natural resource management. Applicants with interests in engaging new audiences, agriculture, hunting and fishing that possess a strong conservation ethic are encouraged to apply.

Starting Salary: Compensation commensurate with experience + Health Benefits and Retirement Package (5% match).

Contact: Rachel Bush, ND State Coordinator at rbush@pheasantsforever.org or 701.403.4853

To Apply: Visit our website at: www.pheasantsforever.org/jobs

ONLY ONLINE APPLICATIONS WILL BE ACCEPTED. Please include your cover letter, resume and 3 references as 1 Word document or PDF file on the Recruitment website.

Pheasants Forever & Quail Forever is an EEO Employer/Vet/Disabled.