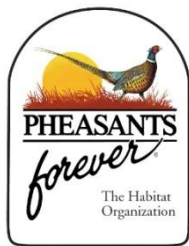


# PHEASANTS FOREVER & QUAIL FOREVER

*The Habitat Organization*

## JOB VACANCY ANNOUNCEMENT



### Administrative Assistant

**Location:** Lincoln, NE or Surrounding Area

**Application Deadline:** September 23, 2021

**Anticipated Start Date:** October 18, 2021

**Overview:** This position will provide a unique opportunity to join an effective team working with innovative approaches and partnerships to benefit the wildlife resources in Nebraska. This position is full-time, with benefits in a home office environment. With demonstrated skills and results, the position will have the opportunity to take on a wide array of responsibilities and duties.

#### **Primary Duties:**

- Develop and administer databases to track public hunting access programs including Open Fields and Waters and the Berggren Pheasant Plan.
- Administer public hunting access program payments and work with partners to ensure efficient delivery of the state program.
- Develop and administer databases to track Pheasants Forever and Quail Forever chapter activities and fundraising results.
- Work with state program staff and landowners to order grass and wildflower seed mixtures developed to meet state and federal standards.
- Assist Habitat Partnerships Specialist and State Coordinator with administrative duties including tracking Pheasants Forever Field Staff activities and compiling work reports
- Assist in website updates and staff contact lists.
- Assist in development of educational and promotional materials, officer contact lists, and logistical planning for Regional Representatives and PF & QF Chapters.
- Develop and maintain relationships with program partners and state agencies.
- Assist in the logistical planning of conferences, staff meetings, and other events

#### **Required Skills and Abilities:**

- Demonstrated ability to be detail oriented and organized.
- Demonstrated ability to produce accurate reports and summaries.
- Familiarity with Microsoft software packages including Word, Excel and Access. Ability to create and manage databases.
- Ability to work both independently and in a team approach to accomplish desired goals and outcomes.

#### **Additional Skills Include:**

- Ability to work out of a home office. All office equipment required for the position is supplied.
- Typing skills of 45 wpm or more.
- Maintaining and updating website and assisting with social media content on a weekly basis.
- Assist staff in planning state meetings, habitat workshops, legislative gatherings and other meetings of importance to chapters and resource professionals.
- Updating computer software packages.
- Maintain accurate financial reports for partnership programs and prepare financial deposits.

**Education and Experience Preferred:** Applicant should be detail oriented, innovative and a resourceful self-starter that is able to work with minimal supervision. Must be team oriented, with good oral and written communication skills.

**Starting Salary:** Commensurate with experience.

**To Apply:** Visit our website at: [www.pheasantsforever.org/jobs](http://www.pheasantsforever.org/jobs)

ONLY ONLINE APPLICATIONS WILL BE ACCEPTED. Please combine your cover letter, resume and 3 references into a single Microsoft Word document or PDF file before uploading to the "Resume" section of your application on the Recruitment website.

**Contact:** Ashley Nelson, Habitat Partnership Specialist, [asnelson@pheasantsforever.org](mailto:asnelson@pheasantsforever.org) or 402-416-2671.

*Pheasants Forever, Inc is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as a qualified individual with disability, or any other category that may be protected by law.*