



# INDIANA WILDLIFE FEDERATION

## COMMON SENSE CONSERVATION SINCE 1938

### **Job Title**

Habitat Programs Director - Indiana Wildlife Federation

### **Job Description**

This is a project management position that directs the management and operation of habitat and wildlife-related programs statewide. Work includes design and coordination of habitat improvement projects and conservation education programs. The position also provides technical assistance and professional input for issues regarding wildlife biology, management, conservation and ecology in Indiana. This is a full time seasonal position through September 1, 2012 with the potential to become full time based on funding.

### **Duties and Responsibilities**

- Design and implement natural resource and conservation education and training programs for professionals, non-professionals, and private landowners.
- Plan, coordinate, and direct management activity for a variety of habitat improvement projects including forest management, grassland establishment and maintenance, wetland restoration, and invasive species removal.
- Serve on technical committees to review and direct statewide and region-specific policies, management, and initiatives focused on wildlife and habitat.
- Develop and support outreach activities, fund raising and organizational events.
- Recruit, train, and supervise interns for seasonally structured tasks and priorities.
- Identify grant funding opportunities to support wildlife and habitat programs

### **Skills and Knowledge**

- Knowledge of current wildlife science, natural heritage and ecology of Indiana systems
- Thorough knowledge and experience with wildlife and habitat management tools, practices and techniques
- Thorough knowledge and familiarity with issues and resource concerns affecting Indiana's natural resources, particularly wildlife and wildlife habitat
- Ability to work collaboratively in a professional environment with natural resource agency partners and members of the public.
- Strong leadership and interpersonal skills, able to work both independently and in cooperation with staff and project partners
- Excellent written and verbal communication skills
- Ability to maintain accurate and organized records for numerous projects

### **Education and Experience**

This position requires a minimum of a Bachelor's degree in wildlife biology or a natural resources-related field, with a minimum of 2 years experience in field/technical operations or research preferred. Basic computer skills with knowledge of standard computer programs required. Experience in botany, forestry, and GIS mapping skills a plus.

*Please submit resume to Indiana Wildlife Federation, 4715 West 106<sup>th</sup> Street, Zionsville, IN 46077, or online to [info@indianawildlife.org](mailto:info@indianawildlife.org).*

2-7-12