



Crucial Habitat Assessment Tool (CHAT) Coordinator Job Announcement

The Western Association of Fish and Wildlife Agencies (WAFWA) is seeking a Crucial Habitat Assessment Tool (CHAT) Coordinator. This is an independent contractor position that requires of commitment of 0.5 FTE. Work hours and location are flexible. The CHAT Coordinator will manage the day to day affairs of this project; be responsible for the project budget; communicate and coordinate among involved state and federal agency personnel and other users and providers of CHAT information; staff the CHAT Technical Leads Working Group and CHAT Policy Working Group; coordinate closely with directors, Chief Financial Officer and Executive Secretary; and be responsible for annual monitoring and reporting related to WAFWA's CHAT Initiative.

Minimum education is graduation from an accredited college or university with a Bachelor's degree in Biology or natural resource-related science or closely related field. Experience in wildlife conservation policy and management, and interagency project management is preferred. Familiarity and experience with CHAT or GIS and state fish and wildlife agencies would also be assets for this position.

The CHAT Coordinator should be adept at organizing, facilitating and summarizing meetings; and have strong written and verbal communications skills, with an ability to work with a variety of individuals and entities at the regional, national and international level.

The salary for this position is dependent upon experience.

Additional information about the Crucial Habitat Assessment Tool can be found at the following link - www.wafwachat.org.

Additional details concerning this position can be found on the WAFWA website at www.wafwa.org. **Application deadline – Open Until Filled, but application prior to October 12, 2018, is highly recommended.** Interested individuals should send a letter of interest - that includes at least three references, and a resume, to WAFWA's Executive Secretary at larry.kruckenberg@wafwa.org.

DESCRIPTION OF ANTICIPATED SERVICES FROM CHAT COORDINATOR

- a) Under the direction of WAFWA's Executive Secretary and Chief Financial Officer - acting on behalf of the Executive Committee, and in cooperation with the CHAT Policy Working Group and CHAT Technical Working Group, the Contractor will function as the "Coordinator" for the WAFWA CHAT project, managing day to day affairs including mail, email, telephone, correspondence and budget management to operate the project as envisioned in the CHAT Strategic Plan as approved by the WAFWA directors in January 2018.
- b) Oversee both the policy and technical components of this project and ensure it conforms with the CHAT Governance Document approved by the WAFWA Directors in July 2018.
- c) Facilitate communications and program development between the CHAT Policy Working Group, CHAT Technical Working Group, WAFWA and the Association of Fish and Wildlife Agencies (AFWA).
- d) Bring before the Policy Working Group and WAFWA any issues or opportunities requiring policy-level or agency leadership-level review, for discussion and resolution.
- e) Ensure that updates and enhancements to CHAT occur on schedule.
- f) Work with the CHAT Policy Working Group and WAFWA leadership on positioning and promoting CHAT as a key conservation tool for state fish and wildlife agencies, federal partners and stakeholders.
- g) Actively engage in outreach to build support, use and funding base for long-term management and operations of the CHAT program.
- h) Closely coordinate with AFWA leadership on developing a long-term program to potential expand CHAT into other AFWA regional associations in the out years.
- i) Provide outreach to existing and potential user-states, new partners, and broaden stakeholder and funding support.
- j) Meet regularly, in person or electronically, with CHAT Policy Working Group, CHAT Technical Working Group and contractors to ensure program maintains high-level operations and Identify and develop new technological elements and tools to enhance and update the CHAT program.
- k) Report to WAFWA Directors regularly on progress, expenditures, outreach and new opportunities involving CHAT.

- l) Work with CHAT Technical Working Group and CHAT Policy Working Group to outline specific annual goals for CHAT and seek WAFWA approval.
- m) Explore potential new funding sources and work to develop and submit proposals.
- n) Work with WAFWA CFO to track contracts, budgets and other fiscal responsibilities.
- o) Facilitate monthly conference calls with CHAT Technical Working Group and CHAT Policy Working Group, including developing and distributing agendas and discussion materials, which could include:
 - 1. Each state provides updates on CHAT data and state mapping sites;
 - 2. Discussion topics focusing on annual CHAT goals;
 - 3. Provide forum for announcements, invited speakers, and regional data projects relevant to technical group; and
 - 4. Discuss feedback and recommendations submitted to CHAT site.
- p) Manage feedback and download contact information submitted via the CHAT website, and additional CHAT site update requests.
- q) The CHAT website tracks user submitted feedback and user contact information (requested when downloading the CHAT dataset) and customers may have additional requests for CHAT updates. The CHAT facilitator would be responsible for maintaining user feedback and contact lists, passing on state specific questions to Technical Working Group, and discussing this information during the monthly calls.
- r) Communicate with the contractor responsible for CHAT GIS data processing to ensure bi-annual updates in May and November are completed, and bring any issues to the attention of WAFWA Executive Secretary or CFO.
- s) Represent and promote CHAT to regional workgroups, agencies and other conferences and meetings, as approved by WAFWA. Propose ideas for CHAT presentations at relevant conferences, meetings, and other discussion formats.
- t) Network with WAFWA and AFWA committees and working groups, as needed.
- u) Work with other entities and industry, as needed, to assure and maintain CHAT's recognition as a partnership and service for mutual benefit and planning.
- v) Provide such other services as may be mutually agreed upon by both parties.
- w) Interact frequently and as required with the WAFWA Executive Secretary and WAFWA Chief Financial Officer concerning protocol, scheduling, reporting and finances.