



Program Specialist Job Announcement

VACANCY ANNOUNCEMENT

The Western Association of Fish and Wildlife Agencies (WAFWA) is seeking a **Program Specialist** to work in WAFWA's headquarters in Boise, Idaho. WAFWA advocates for science-based fish and wildlife management and cooperative conservation in the West. Additional information about WAFWA can be found here www.wafwa.org.

Position:	Program Specialist
Opening Date:	May 14, 2019
Closing Date:	June 14, 2019
Location:	Boise, Idaho
Position Overview:	The candidate will provide assistance and support to the Executive Director and CFO in the administration of WAFWA's programs and initiatives. The candidate will also assist WAFWA staff and program coordinators with the management and acquisition of grants and contracts.
Duties:	<p>Specific responsibilities of this position include, but are not limited to:</p> <ul style="list-style-type: none"> • Managing WAFWA documents and related material to allow the Executive Director, CFO and staff to better respond to requests from members, partners and the interested public. • Attending, facilitating and organizing committee meetings and workshops. • Assisting in the administration of grants and contracts. • Identifying possible sources of funding to support WAFWA activities and assisting with fundraising. • Assisting staff and program coordinators with development of newsletter articles and other outreach materials. • Coordinating and drafting WAFWA's website content to effectively communicate with the public. • Other duties as assigned.

Salary and Benefits:	The starting salary range for this position is \$45,000 - \$55,000 annually, depending on prior experience. Benefits include health insurance, annual (vacation) and sick leave, and a 401K retirement program.
Preferred Qualifications:	<ul style="list-style-type: none"> • Master's degree or Bachelor's degree with 2- years experience in fishery and wildlife sciences, natural resource or environmental policy, public administration, or closely related disciplines. • Familiarity with fish and wildlife resources and their management. • Some knowledge of fishery and wildlife management institutions and relevant laws, including NEPA, Endangered Species Act, and others. • Some knowledge of grant and contract administration. • Ability to effectively communicate technical data and information to non-technical audiences. • Demonstrated writing and public speaking skills. • Proficiency in the use of computers and software packages for report generation.
To Apply:	<p>Qualified applicants should submit the following items:</p> <ol style="list-style-type: none"> 1. A resume detailing your education, relevant experience, training, skills, and other information to support your qualification for the position. 2. A cover letter that includes a description of your qualifications. 3. A writing sample, no more than 5 pages in length, of something you recently authored. <p><i>References and education transcripts are not needed at this time but may be requested prior to hiring.</i></p> <p>Please submit these materials to Dr. Christopher Moore, Acting Executive Director, by email (chris.moore@wafwa.org) or U.S. Mail: WAFWA, Attn: Chris Moore, 2700 W. Airport Way, Boise, ID 83705</p> <p>Applications must be received or postmarked by June 14, 2019.</p>
Note:	Upon hiring, the selected applicant will enter an initial probationary period of one year during which his or her performance will be evaluated by the Executive Director. Unsatisfactory performance, and/or failure to demonstrate the skills required for this position, may result in termination of employment at the end of the probationary period.
Contact:	Questions about the position should be directed to Dr. Christopher Moore at 302-222-6373.