**PHEASANTS FOREVER and QUAIL FOREVER**

***The Habitat Organization***

***JOB VACANCY ANNOUNCEMENT***

**Coordinating Wildlife Biologist**

Location: Centrally located in Indiana

with reasonable access to the USDA-NRCS State Office

in Indianapolis (Specific Location Negotiable)

**Application Deadline:** November 30, 2021

# Anticipated Start Date: January 3, 2022

**Overview:** Pheasants Forever and Quail Forever seeks an experienced biologist with excellent communication skills to serve as a Coordinating Wildlife Biologist in Indiana. This position will be an employee of and supervised by Pheasants Forever and Quail Forever (PF & QF), with daily instruction, quality assurance, training, and workload prioritization provided by our partners at USDA Natural Resources Conservation Service (NRCS). This position will provide outreach, education, and technical assistance to landowners, agricultural producers, and partner organizations to accelerate adoption of pollinator conservation practices in Indiana. This individual will work in joint capacity with partner agencies and PF & QF Farm Bill Biologist staff to promote, coordinate, and implement conservation provisions of the Federal Farm Bill as it relates to pollinator habitat on private lands, with primary focus on the Environmental Quality Incentives Program (EQIP) and the Conservation Reserve Program (CRP). The biologist will plan and implement collaborative outreach and education efforts with partner agencies and agricultural groups (specifically the Indiana Soybean Alliance and Indiana Corn Marketing Council), along with more technical duties including wildlife habitat planning, contract coordination, conservation plan writing, site assessment/eligibility determination, landowner technical assistance, and reporting. The primary objective of the position is improved habitat management practices and habitat restoration that will increase benefits to Monarch butterflies and pollinating insects on Indiana farms, while improving farm sustainability.

**Job Duties:**

* Accelerate conservation program enrollment by conducting outreach such as workshops, field days, demonstration events, and habitat tours. Specifically deliver PF & QF’s habitat education programs in Indiana such as the Pollinator Habitat Outreach Program and Milkweed in the Classroom.
* Work with Indiana Soybean Alliance and Indiana Corn Marketing Council to conduct outreach and provide technical assistance to their constituents and members regarding the benefits of pollinators and opportunities to implement conservation practices on their farms.
* Work with local PF & QF chapters and other partners to assist with habitat program education and outreach, provide technical assistance for habitat projects, establish demonstrations sites, and participate in local and statewide habitat meetings and trainings.
* Provide technical assistance for conservation practice implementation (pollinator habitat focus) and guidance to private landowners, government agencies, non-government organizations and other groups primarily through federal Farm Bill programs.
* Complete conservation plans, job sheets/implementation requirements, wildlife habitat evaluation guides (WHEG) and other required documentation for the conservation programs requiring biological expertise in cooperation with partner agencies.
* Communicate technical and program requirements, complete site visits to determine eligibility, and develop contract documents for applicants and participants of USDA conservation programs and other local and state programs.
* Review plans and specifications for feasibility for implementation under Farm Bill program contract rules, etc.
* Facilitate development of technical and program guidance and training materials to aid partner agency staff and farmers in pollinator habitat establishment and management.
* Coordinate all above activities and efforts with the Indiana Monarch Plan Coordinator and partners.

**Required Knowledge Skills and Abilities:**

* Ability to build relationships and communicate clearly and effectively with farmers, landowners, and partner agency staff.
* Ability to work independently with little supervision and with diverse clientele. Must be a motivated self-starter with strong interpersonal skills.
* Knowledge of wildlife ecology, grassland, wetland, and early succession habitat establishment and management, including the ability to utilize various habitat management tools in the development of management plans.
* Specific knowledge of grassland/farmland associated pollinator and wildlife species’ habitat requirements is important as well as plant identification of native, non-native, and invasive grasses, forbs, trees, and shrubs.
* Knowledge of conservation and wildlife habitat programs provided by federal, state, & local entities. In addition, knowledge of how these programs are implemented in an agricultural landscape is desired.
* Knowledge of agricultural landscapes, common farming and land use practices, and basic agricultural economics is desirable.
* Ability to design, write, and implement conservation plans per NRCS guidelines.
* Excellent verbal and written communication skills.
* Strong organizational skills, time management, and attention to detail, with demonstrated ability to manage demanding workloads.
* Proficiency with Microsoft Office Suite (Excel, Word, PowerPoint, Outlook, etc.) and ArcGIS.
* Valid driver’s license required; use of personal vehicle required with a mileage reimbursement provided.
* Must be able to obtain USDA Federal Security Clearance.

**Education and Experience Preferred:** Any combination of training and/or experience that will enable the applicant to possess the required knowledge, skills, and abilities. A Bachelor of Science Degree in Wildlife Management or closely related natural resources field with a minimum of 2 years related experience is required. Proven experience working with USDA Farm Bill programs is preferred. The ideal candidate will exhibit a balance of technical knowledge and interpersonal skills required to implement voluntary conservation programs on private lands. Practical and/or professional experience in farming and agricultural disciplines is highly beneficial. The successful applicant must enjoy working with private landowners and producers to achieve their conservation objectives.

**Salary**: Starting annual salary range of $45,000 - $48,000 (Commensurate with experience and qualifications), plus benefits

**To Apply:** Visit our Recruitment website at: [www.pheasantsforever.org/jobs](http://www.pheasantsforever.org/jobs). Please combine your cover letter, resume and three references into a single Word document or PDF file before uploading to the Recruitment website. Pheasants Forever is considered a federal contactor, therefore, we must ensure all employees, regardless of work location or job duties, are fully vaccinated for COVID-19. Upon employment you will be required to provide proof that you are fully vaccinated, proof of a valid medical exemption or legitimate religious objection.

**If you have questions, contact**: Kent Adams, Director of Conservation Delivery—Northeast Region, kadams@pheasantsforever.org or (717) 319-5575

***Pheasants Forever & Quail Forever are 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.***