**PHEASANTS FOREVER & QUAIL FOREVER**

***The Habitat Organization***

***JOB VACANCY ANNOUNCEMENT***

**Habitat Partnership Specialist**

**Location:**

**Central Illinois location preferred**

**Application Deadline:** May 13, 2022

# Anticipated Start Date: June 2022

**Overview:** This position will provide a unique opportunity to join an effective team working with innovative approaches and partnerships to benefit the wildlife resources across the state of Illinois. This position will have the opportunity to work full-time, with benefits and flexible hours 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, manage, and administer databases to track partnerships, programs, financial summaries, contacts, and program results.
* Assist in the administration, data collection, preparation of reports, and dissemination for associated grants and agreements.
* Assist in development of promotional and educational materials including newsletters, monthly communications, brochures, pamphlets, announcements, and magazine articles.
* Develop and maintain relationships with program partners, state agencies, and grantor entities.
* Provide progress reports and program results to program partners and grantor entities.
* Collaborate internally to develop state programs and partnerships, manage landowner contracts, and track partnership program activities.
* Maintain and update website and calendar of events and assist with social media content on a weekly basis.
* Disseminate press releases to appropriate news outlets.
* Assist Illinois Farm Bill Biologists with planning events/workshops
* Assist Illinois State Coordinator with other duties as assigned.

**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 in MS Excel and Access.
* Ability to work both independently and as a member of a team 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.
* Assist staff in planning state meetings, habitat workshops, and other meetings of importance to chapters and resource professionals.
* Familiarity with the Internet and sending electronic communication.

**Education and Experience:** Bachelor’s degree or 3 years of relevant experience required. 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:** $35,000-38,500 + Benefits

**Application Requirements:** Please combine your cover letter, resume, and 3 references into a single Word document or PDF file before uploading to the “Resume” section of your application on our Recruitment website at [www.pheasantsforever.org/jobs](http://www.pheasantsforever.org/jobs)

Pheasants Forever is considered a federal contractor, 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.

**Contact:** Katie Kauzlarich-Stockman, Illinois State Coordinator, [kkauzlarich@pheasantsforever.org](mailto:kkauzlarich@pheasantsforever.org) (309) 264-1678

*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.*