



The voice of fish and wildlife agencies

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POSITION ANNOUNCEMENT

Position Title: Diversity, Equity, and Inclusion Contractor, Project WILD

Position Location: Washington, DC/Remote

Reports to: Director of Project WILD

Job Type: Contract (July 1, 2021 – May 30, 2022)

AFWA Background:

- The Association of Fish and Wildlife Agencies, founded in 1902, represents North America's fish and wildlife agencies. It promotes sound management and conservation, and speaks with a collective voice on important fish and wildlife issues. The Association is a nonprofit, 501(c)(6) trade association. See www.fishwildlife.org for more information.

Project WILD Background:

- Project WILD is an interdisciplinary, wildlife-based conservation and environmental education program managed by the Association of Fish and Wildlife Agencies. Project WILD's educational materials are provided to educators across the country through practical, interactive trainings conducted by representatives of state wildlife, natural resource, and education agencies.

Position Summary:

- The contractor, under direct supervision of the Project WILD Director, works with Project WILD staff and state coordinators to improve outreach efforts.

Duties: Please submit a proposal that will meet or exceed the following grant requirements:

- Provide at least one training experience of at least three hours to all Project WILD coordinators (virtual or in-person). There are approximately 55 Project WILD coordinators and staff.
- Meet monthly and work closely with 5-7 state coordinators to help them develop and implement outreach plans.
- Work with Project WILD staff to assess current demographics and goals, materials and policies.
- Use data to make recommendations for improving our products and training materials. This involves regular meetings with Project WILD staff.
- Develop a system for measuring progress related to grant metrics.

Qualifications:

- A Master's degree in instructional technology, human resource management, or organizational development is preferred. Applicants may also possess a Bachelor's degree with a certificate from a diversity training program. Equivalent or relevant experience also acceptable.
- Experience working with state agencies preferred.

Compensation:

- This is a temporary, grant-funded, contract position not to exceed \$20,000, billable in four installments.
- Benefits are not included in this contract position.

Submit a resume, letter of interest, and contract bid to:

Elena Takaki

Director of Project WILD

Association of Fish and Wildlife Agencies

Email: etakaki@fishwildlife.org

Deadline for application: July 30, 2021, or until a suitable candidate is found.

ASSOCIATION OF FISH & WILDLIFE AGENCIES

www.fishwildlife.org