



ASSOCIATION of
FISH & WILDLIFE
AGENCIES

The voice of fish and wildlife agencies

1100 First Street, NE, Suite 825
Washington, DC 20002
Phone: 202-838-3474
Fax: 202-350-9869
Email: info@fishwildlife.org

POSITION DESCRIPTION

Position Title:	MultiState Conservation Grant Program Intern
Position Location:	Washington, DC
Reports To:	Program Manager for MultiState Conservation Grant Program (MSCGP)
Job Type:	24-30 hours/week
Salary:	\$16.10/hr
The Association:	<p>The Association of Fish and Wildlife Agencies (AFWA), 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.</p> <p>MSCGP funds projects that address regional or national level priorities of state fish and wildlife agencies. It was established in 2000 by the Wildlife and Sport Fish Restoration Programs Improvement Act, which amended the Pittman-Robertson Wildlife Restoration Act and the Dingell Johnson Sport Fish Restoration Act. The Association of Fish and Wildlife Agencies and the U.S. Fish and Wildlife Service (USFWS) cooperatively administer the Multistate Conservation Grant Program. The Association solicits grant proposals and makes its "priority list" recommendations to the USFWS, who can only fund projects from the Association's list and manages and monitors grant awards. Each year, up to \$11,000,000 is available to fund MSCGP projects.</p>
Position Summary:	AFWA is in the process of developing a new site for MSCP. Key elements of this site will include information exchange, cooperation, network development, transparency, and the availability of national, regional, and local data. The development of this site will minimize duplication of effort and fosters cooperative activities. The MSCGP Intern, under the direct supervision of the MSCGP Program Manager, will assist on daily duties as described in Duties Section to make this a success. The Intern will be able to interact with other AFWA staff and learn about the other programs.
How to Apply:	Send an email with a cover letter and resume to syaroschuk@fishwildlife.org – use "Internship" as the subject line. Applications are due by June 30, 2022.
Duration:	July-August (flexible)

Duties:

- Assist with collecting MSCGP related information from partners, such as NGOs, Industry, WSFR, etc.
- Prepares source data for computer entry by compiling and sorting information.



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- Assist with organizing and digitizing the information
- Assist with data entry into the new site
- Assist with maintain and update databases and include appropriate information from all partners
- Assist to format and upload various media files Other duties as assigned

Qualifications

- High school degree or equivalent
- Communicate effectively both verbal and in writing
- Be self-motivated
- Be attentive to detail and well-organized
- Work effectively with others
- Creativity with websites and story writing is a big plus!