



POSITION DESCRIPTION

Position Title:	Part-time Program Associate, Project WILD/Association of Fish & Wildlife Agencies
Position Location:	Washington, DC
Reports To:	Director of Professional Development and Conservation Education
Job Type:	Contract, 15-20 hours/week
Salary:	\$32/hour through December 31, 2024
The Association:	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.
Position Summary:	Project WILD is seeking a part-time contractual position to help us meet the needs of our online learning and in-person training programs as well as updating Project WILD environmental education materials and online resources. Travel required. More information about Project WILD can be found at: https://www.fishwildlife.org/projectwild
How to Apply:	Send an email with a cover letter and resume to etakaki@fishwildlife.org – use "Project WILD Position" as the subject line. Applications are due by January 31, 2024.
Duration:	February-December 2023
Duties:	

- Assist with planning and preparation for the Projects WET, WILD, Learning Tree combined national conference, May 13-17, 2024
- Analyze and summarize annual report forms from Project WILD state hosting organizations
- Assist in updating Project WILD web pages
- Technical assistance and content development assistance for online courses and webinars
- Assist online course maintenance and updates
- Serving as a point person for Project WILD public communication and administrative needs
- Research on topical projects for content creation, as well as industry trends for distribution of



content

- Must be available to work in the D.C. office 1 day a week
- Other related duties as assigned

Qualifications

- Bachelor's degree or equivalent experience--or pursuing a bachelor's degree--in conservation, education, instructional design, or related field
- Experience working with adult education preferred.