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.