



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:	<ul style="list-style-type: none">• 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.