



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](mailto:info@fishwildlife.org)

## POSITION DESCRIPTION

- Position Title:** National Survey Technical Consultant
- Position Location:** Washington, DC or Remote
- Reports to:** Chief Operating Officer
- Job Type:** Contract - Hourly
- 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](http://www.fishwildlife.org) for more information.
- Position Summary:** Provides technical expertise concerning advances in survey research, methodology, design, and analysis to the National Survey Technical Workgroup (workgroup), which provides recommendations and oversees the National Survey of Fishing, Hunting and Wildlife-Associated Recreation (National Survey) for the members of the Association.
- Duties:** Provide survey research and sampling statistics advise to the workgroup concerning the National Survey; coordinate the workgroup's efforts in conjunction with the Association's facilitator; act as a liaison between the workgroup and the National Survey's project coordinator for addressing guidance questions requiring workgroup and/or the Association's input; aid the workgroup in development of requests for proposals or requests for information that will be used in implementing a future National Survey; drafting records of decisions as envisioned and decided by the workgroup; review technical documents that vendors of the National Survey submit; aid the Association's facilitator with coordinating responses from the workgroup to the National Survey's vendors; provide background information to the workgroup and National Survey vendors; aid facilitator in drafting agendas and inviting technical presenters to workgroup meetings; and other duties as required.
- Qualifications:** Experience and expertise: with conducting activities and attitudes surveys of hunters, anglers, and/or the general public; in survey research and sampling statistics; in reducing total survey error; with conducting large-scale survey projects, especially those requiring complex sampling designs; with coordinating large, multi-faceted teams involved with survey development and operation; in conflict resolution; and getting people to do what they need to do 😊
- Ability to travel once or twice annually to Washington, DC and/or once or twice annually to meetings of the Association
  - Ability to remain current with advancing developments in survey research and methodology



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- Ability to secure and describe historical background and events of the National Survey

### **Application Process**

Please email you application materials to John Lord ([jlord@fishwildlife.org](mailto:jlord@fishwildlife.org)). The application should consist of a letter of transmittal stating why you are interested in the position, a short resume, and a complete vita. The vita should include: 1) education, 2) work experience, highlighting experience with surveys, survey research, and sampling statistics, 3) experience associated with the National Survey, if any, 4) a list of published literature (authored or co-authored) and professional presentations, and 4) at least 3 references that can speak to your experience with surveys.