

**R3 Coordinator:** Rhode Island Division of Fish and Wildlife

**Location:** Exeter, Rhode Island

**Salary Range:** \$66,500

**Classification:** LIMITED TERM (35 hours per week)

**Start date:** January/February 2022

**Duration:** Three Years

**Recruitment:** Internal/External

**Application deadline:** Monday, December 6, 2021



### **POSITION SUMMARY:**

The Rhode Island Division of Fish and Wildlife (RIDFW) is looking for an innovative, organized, and self-motivated individual with a strong hunting and human dimensions background to plan and coordinate the State's efforts to recruit, retain and reactivate (R3) outdoor enthusiasts, specifically hunters, trappers and shooting sportsmen and women.

As the R3 Coordinator, you will work with a talented team of wildlife biologists and educators to develop and implement a statewide R3 plan. This includes evaluating strategies to increase diversity and overall participation in hunting and shooting sports in Rhode Island. It is imperative that this process is data driven. Thus, as the Coordinator, you will require skills related to requesting, analyzing, and interpreting data, as well as leading efforts to adapt current programs and develop new efforts based on those findings. Working with data, your teammates, partner organizations and agencies, you'll help organize and conduct events and workshops to increase overall participation in hunting and shooting sports.

### **OVERVIEW:**

Work independently in a joint capacity with the Wildlife Management Institute (WMI) and the Rhode Island Department of Environmental Management (RIDEM), Division of Fish and Wildlife (RIDFW) to provide Coordination services to RIDFW. The incumbent will work out of the RIDEM E-Hun-Tee facility in Exeter, Rhode Island. The work area will be statewide, and some duties may require out-of-state travel. This position will be classified as a limited term employee of the WMI. Direct supervision of day-to-day activities will be provided by RIDEM.

Limited-term employees are defined as employees of WMI retained to provide a specific scope of services as defined within one or more grants or contracts awarded to WMI. WMI bases your employment upon your skills and knowledge and ability to achieve desired outcomes defined by RIDEM.

As a limited term employee:

- You will be expected to work no more than an average of 35 hours per week in any 12-month period.
- You will be eligible for WMI 401(k) retirement benefits and WMI will provide workers' compensation, general liability protection, professional liability protection and unemployment insurance benefits. WMI will withhold taxes including social security.
- Total annual compensation will reflect your base salary plus the amount contributed to your 401(k) by WMI. In addition to salary but contingent upon the funding available within the contract or grant that defines your scope of services, WMI will reimburse you for any travel expenses that are necessary and reasonable to perform the duties assigned to you. The salary also includes a \$14,000 stipend for the acquisition of health insurance at the discretion of the employee.
- Your employment will be "at-will," which means that either you or WMI can end the employment relationship at any time, for any reason or no reason, with or without notice.

## **DUTIES:**

- Develop, coordinate, and implement a recruitment, retention, and reactivation (R3) plan for hunters in the State of Rhode Island, in alignment with existing state efforts, national goals established in the National Hunting and Shooting Sports Action Plan and other R3 best practices resources.
- Build collaborative partnerships
  - Develop and maintain strong partnerships with members of sporting groups, retailers, industry, and organizations to help recruit, retain and/or reactivate hunters.
  - Assist in developing and coordinating communication plans designed to maintain positive relationships with the public, program stakeholders, other Rhode Island agencies/organizations, and related service programs.
- Develop R3 programs, printed materials, and resources
  - Plan and conduct surveys, programs, workshops, and events to improve cultural acceptance of hunting and shooting sports, increase access to hunting and shooting sports opportunities, and improve skills and training for participants based upon known barriers to hunting participation.
  - Coordinate the development, organization and translation of web content, signs, and other outreach materials, including social media outputs.
- Request, analyze & evaluate data and trends
  - Facilitate the requisite research, monitoring, reporting and data analyses needed for the development and implementation of a new R3 program and statewide plan.
  - Develop a method to track participation as well as determine and evaluate whether specific programming is contributing to R3 efforts.
  - Work with stakeholders to develop, evaluate and modify a state-specific strategic plan as necessary.
  - Create, maintain, and update program evaluation tools and surveys to gather data on participant outcomes and outputs.
- Create and maintain a high-performance environment
  - Define goals and/or required results at the beginning of reporting periods and gain acceptance of ideas by creating a shared vision.
  - Initiate discussions and communicate regularly with supervisor and stakeholders on progress toward defined goals and required results.
  - Identify issues and solve problems by coordinating actions across organizational lines and agency departments.

## **EXPECTED RESULTS:**

- Improve statewide R3 strategy, program design, and outcome tracking efforts.
- Increase participation in hunting and shooting sports and support the agency's mission and safeguard wildlife conservation in the state.
- Increase awareness, understanding and acceptance of RIDFW activities and efforts toward wildlife conservation.
- Increase awareness of, enthusiasm for, and participation in RIDFW training programs that encourage outdoor recreational activities in hunting, trapping and shooting sports.
- Provide an overall benefit to wildlife conservation through improved public understanding of agency programs and mission.

## **QUALIFICATIONS:**

A Bachelor's Degree in a science-related natural resources field, education, marketing or communications; and four years' experience coordinating, administering, or managing a program; or, any combination of experience or education equivalent to seven years of experience coordinating, administering or managing a program.

### Required Skills:

- Knowledge of hunting and shooting sports programs, training theory, instructional design, and program management.
- Experience developing, scheduling, and facilitating programs delivered to the public related to hunting or other outdoor recreation activities or skills.
- Excellent interpersonal skills and experience working with multiple stakeholder groups.
- Strong verbal and written communication skills.
- Proficiency with Microsoft applications including spreadsheets, internet, and computer applications.
- Knowledge of media production, communication, and dissemination techniques and methods including alternative ways to inform and entertain via written, oral, and visual media (e.g., articles, blog posts, social media, podcasts, video).
- Self-starter attitude with the ability to work independently.
- Demonstrated leadership skills, possess excellent organizational skills, and work well as a team member.
- Trustworthy and possessing the highest level of personal and professional integrity and quality standards.

Conditions for Appointment: The incumbent must be physically qualified to perform assigned duties in a variety of different environments, including an office environment, field environment, rugged terrain, and various adverse weather conditions (extreme heat, cold, rain, snow, sleet, etc.), and must be able to lift at least 50 pounds.

Must possess, or be able to obtain, a Class D valid driver's license, and be willing to travel within and outside the state. Total travel is not expected to exceed 15% of time requirements. Satisfactory completion of a criminal background check is required.

## **APPLICATION PROCEDURES:**

Applications must be submitted on or before the application deadline (Monday, December 6, 2021) to be considered. Send a cover letter outlining your interest and qualifications and a resume to Emily George, Supervising Wildlife Biologist, [Emily.George@dem.ri.gov](mailto:Emily.George@dem.ri.gov).

For questions about WMI Limited Term Employee terms, contact:

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