POSITION DESCRIPTION

Position Title: Contractor, Management Assistance Team

Position Location: Washington, DC

Reports To: Director of Professional Development and Conservation Education

Job Type: Contract, 24 hours/week

Salary: $40/hour through December 31, 2022

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: The Management Assistance Team is seeking a part-time contractual position to help us meet the needs of our online learning and in-person training programs. Travel required. More information about MAT can be found at: https://www.fishwildlife.org/afwa-inspires/mat-team

How to Apply: Send an email with a cover letter and resume to etakaki@fishwildlife.org – use “MAT Position” as the subject line. Applications are due by August 26, 2022.

Duration: September-December

Duties:

- Assist with annual staffing promotional booth at AFWA Annual Meeting September 18-22, 2022
- Analyze and summarize course and workshop evaluations
- Update NCLI database and Survey Alumni for positional changes.
- Technical Producer for online courses, webinars
- Assist with managing National Faculty and logistics for workshops
- Occasional travel to National Conservation Training Center
- Must be available to work in the D.C. office 1-2 days a week
Other duties as assigned

Qualifications

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