



LAND PROTECTION ASSISTANT

Salary: \$51,863 – \$69,617 Annually

Location: Augusta, ME

Job Type: Full-Time

Duration: 1 year

Opening Date: 10/21/2024

Closing Date: 11/15/2024

Introduction

This is a contracted position within the Maine Department of Inland Fisheries and Wildlife's (MDIFW's) Land Acquisition Program, in partnership with the Wildlife Management Institute. The position will be full-time for a term of one year with the potential for an additional term extension.

The mission of the Maine Department of Inland Fisheries and Wildlife (MDIFW) is to preserve, protect, and enhance the inland fisheries and wildlife resources of the state as well as enable and promote the safe enjoyment of Maine's outdoors. As part of this mandate, the Department acquires land for the management and protection of fish and wildlife habitats and to support and improve opportunities for public access. The Department also achieves this mandate by providing pass-through grants to other entities for conservation projects, and by supporting the work of the Land for Maine's Future Program (LMF), the Maine Outdoor Heritage Fund (MOHF), and the Maine Natural Resource Conservation Program (MNRCP).

Job Description

The selected candidate will work as a member of the Land Acquisition Program, within MDIFW's Habitat Conservation Section. The position will support the Program's habitat conservation efforts by coordinating data management for the Land Acquisition Program, including tasks such as data entry, document digitization, and managing various reporting requirements. The position will also assist with reviewing and drafting grant funding applications, support pass-through grant project management, and coordinate MDIFW's monitoring and reporting requirements for completed pass-through projects. Additionally, the position will help advance MDIFW's land acquisition goals, with a specific focus on MDIFW's initiative to acquire lands for deer wintering area management.

Duties may include:

- Database management, including data analysis, reporting, and file maintenance
- Grant management, administration, and reporting for MDIFW and conservation partners
- Using GIS tools for analysis and reporting
- Reviewing and drafting grant proposals for submission to LMF, MOHF, MNRCP, and other similar programs
- Supporting MDIFW's deer wintering area initiative
- Assisting in evaluating land acquisition projects and completing due diligence requirements

Knowledge, Skills, and Abilities

The ideal candidate will possess:

- Data management experience, familiarity with Microsoft Access and GIS (e.g. ESRI) products and tools.
- Experience developing and managing grants and grant reporting.
- Knowledge of land acquisition and management policies and procedures.
- Experience with land conservation, land stewardship activities, and/or habitat restoration techniques.
- Demonstrated ability to independently initiate, manage, and complete complex projects.
- Demonstrated ability to communicate and engage with a variety of stakeholders.

Minimum Qualifications

At a minimum, this position requires a B.S. in Wildlife Biology, Natural Resources, Environmental Sciences, Public Policy, or a related field. Candidates should have at least three years of demonstrable professional experience.

Benefits

Through WMI you will be eligible for WMI 401(k) retirement plan with match. WMI will provide health, dental and eye insurance, workers' compensation, general liability protection, professional liability protection and unemployment insurance benefits. WMI will withhold taxes including social security.

Application Process

To apply via email, please send a cover letter outlining your interest and qualifications and a resume to:
Flora.Drury@maine.gov

Applications via mail are accepted and must be received before 5 pm on November 15, 2024, the application deadline, to be considered. Mail applications should be sent to:

Flora Drury
Land Acquisition and Habitat Grants Biologist
Department of Inland Fisheries and Wildlife
353 Water Street, SHS 41
Augusta, ME 04333

For questions about WMI contract positions:

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