



THE WILDLIFE SOCIETY

Leaders in Wildlife Science, Management and Conservation

POSITION ANNOUNCEMENT

POSITION TITLE: Professional Development Coordinator

DEPARTMENT: Wildlife Policy & Programs

REPORTS TO: Director of Wildlife Policy & Programs

POSITION STATUS: Full-time, permanent, exempt employee

TO APPLY: Send a cover letter, résumé, contact information for three references, and salary requirements as one PDF document to Keith Norris, Director of Wildlife Policy & Programs, keith.norris@wildlife.org. Applications will be reviewed as they are received; the deadline for applying is August 18, 2017.

FUNCTIONS: The Professional Development Coordinator implements key TWS professional development programs, including TWS' Wildlife Biologist Certification Program, Leadership Institute, and workforce diversity initiatives. The Coordinator works with other TWS staff; TWS members and organizational units; and other organizations and government agencies to provide professional development and leadership training offerings that help fulfill TWS' mission to inspire, empower, and enable wildlife professionals to sustain wildlife populations and their habitats through science-based management and conservation.

MAJOR DUTIES AND RESPONSIBILITIES:

- A. Coordinate and implement The Wildlife Society's Wildlife Biologist Certification Program for Certified Wildlife Biologist® and Associate Wildlife Biologist®. Assist TWS Council, staff, and the Certification Review Board with continuing improvements to program implementation.
- B. Coordinate and facilitate delivery of leadership training workshops and programs, including The Wildlife Society's Leadership Institute.
- C. Support TWS' engagement with partner organizations and agencies on professional development and workforce diversity initiatives.
- D. Provide support, in coordination with the Organizational Unit Services Coordinator, to TWS Organizational Units on leadership trainings, workshops, and other professional development activities.
- E. Develop and implement new initiatives to strengthen and build The Wildlife Society's professional development offerings.
- F. Other duties as assigned by the Director of Wildlife Policy & Programs.

WORKING RELATIONSHIPS:

Internal: Reports to the Director of Wildlife Policy & Programs. Frequently works with the Unit Services Coordinator, Wildlife Policy Interns, the Leadership Institute Committee, and the Certification Review Board to accomplish tasks. Works cooperatively with all TWS staff, primarily on issues related to professional development.

External: Works with TWS members, the wildlife conservation community, natural resource agencies (e.g. USFWS, USDA-APHIS, etc.).

QUALIFICATIONS:

- A. Education/Knowledge: Bachelor's degree is required. Education should be in natural resources, wildlife management, or a related field.
- B. Certification: Certified Wildlife Biologist® or Associate Wildlife Biologist®, or ability to become certified is preferred.
- C. Experience: Experience with professional development programs and/or science-based research/education preferred.
- D. Skills and Abilities: Ability to work well in a team setting. Must have excellent communication and organizational skills. Must be self-motivated and support a scientific approach to the conservation of natural resources.

PHYSICAL DEMANDS: Work is performed in a general office setting. Work requires only minor physical exertion and/or strain.

WORKING CONDITIONS: Ability to work in a fast-paced, results-oriented environment and manage deadlines. Travel outside the D.C. metro area is occasionally required. Telecommuting options are available.

SALARY RANGE: Commensurate with background and experience