**Pheasants Forever & Quail Forever**

**The Habitat Organization**

**JOB VACANCY ANNOUNCEMENT**

**Outreach and Communication Coordinator**

# 

**Application Deadline: May 16, 2018**

**Anticipated Start Date: June 11, 2018**

**Salary Information:** Commensurate with experience

**Location:** Central Nebraska

**Description:**

The employee will work in joint capacity with Pheasants Forever, Inc. (PF) and the Nebraska Game & Parks Commission (NGPC) to coordinate and promote partnership outreach events along with hunter Recruitment, Retention, and Reactivation (R3) efforts statewide. This position will work with PF and NGPC staff to expand hunter outreach in Nebraska, coordinate outreach events, provide R3 event guidance and training to chapter volunteers, enhance program evaluation, and promote mentoring. This person will market events and inform the public of current programs, projects and efforts through social media, press releases, and other media outlets.

This position will require the person to be a self-starter with excellent outdoor education, communication and program coordination skills and a strong work ethic. This effort will provide an opportunity to make significant contributions to conservation outreach in the state. The ideal candidate has a passion for the outdoors with experience in outdoor education, hunter outreach, marketing, communications, and working with the public. Travel will be expected throughout the state of Nebraska.

**Essential Job Duties:**

* Participate with the R3 Taskforce and help coordinate Nebraska R3 initiatives to target traditional and non-traditional hunters
* Work with staff to develop materials to promote partnership programs and events
* Work to develop strategic self-help tools for new and current hunters
* Track Youth Mentor Hunt by our 64 PF/Qf chapters and other R3 program results to determine program effectiveness in recruiting and retaining participants in the outdoors
* Coordinate and train PF/QF adult volunteers to deliver outreach programs within their local community.
* Work with current R3 Coordinator to gather and promote information related to school events, FFA chapters, 4-H groups, trap teams, and other organized shooting sport groups
* Facilitate communication and coordination among conservation organizations to maximize attendance of target audiences at outreach events as well as garner support for new habitat program development
* Update and promote habitat partnership, youth, and hunter activities on social media pages and provide guidance to PF/QF chapters concerning Facebook and other social media sites.
* Write press releases, newspaper articles, and newsletters to promote events and increase habitat partnership communication
* Assist with the coordination and/or promotion of Youth Pollinator Events, Youth Mentor Hunts, Hunter Education classes and other youth and adult events
* Provide guidance to field staff and chapter leaders as it relates to hunting/shooting sports recruitment, retention and reactivation program delivery, and outreach coordination
* Work with local Pheasants Forever and Quail Forever chapters to help fulfill their habitat and youth mission
* This employee will work in coordination with Pheasants Forever & Quail Forever headquarters public relations professionals to ensure all messaging is consistent with the organization’s positions
* This employee will participate in regular training conducted by the public relations team on the organization’s communications best practices, social media guidelines and key messages

**Required Knowledge, Skills and Abilities:**

* Excellent oral and written communication, coordination and organizational skills
* Must be comfortable with public speaking, have excellent people skills with an overall enjoyment of teaching and working with people
* Ability to work independently with little supervision to accomplish goals
* Extensive knowledge of marketing, journalism, social media technology best practices and education program development and delivery
* Knowledge of hunting and shooting sports in Nebraska
* Valid driver’s license required with an acceptable driving record and history
* Ability to organize, develop, and implement educational and outreach activities, including workshops, seminars, and publications
* Must be innovative and resourceful with a positive and professional attitude
* A strong passion for conservation, the outdoors, youth, and hunting is required

**Education and Experience Guideline:**

Applicant should possess a minimum of an Associate’s Degree and 3 years of field related experience. Experience in marketing, journalism, education and event coordination preferred. The ideal candidate has a passion for the outdoors and outdoor education with education, marketing and writing experience.

**Application**:

To apply, visit our website at: [**www.pheasantsforever.org/jobs**](http://www.pheasantsforever.org/jobs)

ONLY APPLICATIONS SUBMITTED THROUGH THE PHEASANTS FOREVER WEBSITE WILL BE ACCEPTED. Your complete application materials should include a cover letter that outlines your interest in the position and your qualifications, along with a detailed resume, and 3 references, as one MS Word document or Adobe Acrobat PDF file on the Recruitment website.

For more information about the position, contact Kelsi Wehrman, PF State Coordinator at 402-621-0744 or e-mail at: kwehrman@pheasantsforever.org.

**Pheasants Forever, Inc. is an EEO Employer/Vet/Disabled.**