

**State of Vermont  
Fish and Wildlife Department  
Temporary Employment Opportunity**

**Position:** *Conservation Planning Specialist* (Fish and Wildlife Specialist I - Pay Grade 20)

**Term:** February 1 2020 – 6/30/2021. (dates flexible). Part-Time Maximum 1280 hours/calendar yr. (winter/spring and fall is the priority time) Possibility of subsequent funding

**Hourly Wage:** \$ 19.33

**Schedule:** Some flexibility in hours during the day, and one night meeting per week

**Location:** Flexible – proximity to an Agency of Natural Resources Office (Montpelier, Springfield, Rutland St Johnsbury, Barre, Essex) necessary to use State vehicles

**Job Duties:** This position will provide technical assistance to municipalities and Regional Planning Commissions throughout VT. The Specialist will need to work independently and will also be assisting numerous small teams in different settings. This will involve explaining the relevant conservation science as well as how to use the BioFinder website and land use planning tools and documents such as town plans, zoning, subdivision, overlay districts etc.

- Give presentations at municipal meetings across VT.
- Offer technical assistance in how to use science to inform land use planning
- Decide what is most important for a particular group to understand to be most effective and then deliver it to them in presentation and other assistance
- Driving to night meetings

**Preferred Qualifications:**

- Effective public speaker
- Educator
- Ability to communicate effectively through speaking & writing (mapping)
- Ability to work independently and as a team member
- Ability to work with and understand groups - process/ facilitation and conflict management
- Ability to coordinate numerous projects at once each with its own timeline.
- Ability to translate complex concepts into easy to understand stories and language
- Understanding of Vermont land use planning and regulatory tools
- Understanding of Vermont Conservation Design and relevant conservation science.
- Ability to use online mapping programs such as Agency of Natural Resources Atlas & BioFinder, VCGI Viewer
- Ability to use GIS for basic cartographic functions.
- Web site development

**Application Deadline:** February 7, 2020.

Send resume with references and cover letter to Jens Hilke at [jens.hilke@vermont.gov](mailto:jens.hilke@vermont.gov).

Equal Employment Opportunity: The State of Vermont is an Equal Opportunity Employer. Applications from women, individuals with disabilities, veterans, and people from diverse cultural backgrounds are encouraged.

**Jens Hawkins-Hilke  
Community Wildlife Program  
VT Fish & Wildlife Department**