



The voice of fish and wildlife agencies

1100 First Street, NE, Suite 825
Washington, DC 20002
Phone: 202-838-3474
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Position Announcement – Amphibian & Reptile and Invasive Species, Program Manager

The Association of Fish & Wildlife Agencies (AFWA) is pleased to accept applications for the Amphibian and Reptile and Invasive Species Program Manager in Washington, DC. This is an exciting opportunity to work with all 50 State Fish and Wildlife Agencies, and our Federal and private partners, furthering their mission of fish and wildlife management and conservation.

The Association, 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) association. See www.fishwildlife.org for more information.

Note: During the Coronavirus pandemic, the Association's offices are closed, and all staff are working from home. The Association plans to reopen the offices when it is safe to do so and all DC based staff, including this position, will be expected to work from the DC office.

Position Title: Amphibian and Reptile and Invasive Species Program Manager

Position Location: Washington, DC

Reports To: Director of Conservation Initiatives

Job Type: Exempt / Full-time

Position Summary: The Amphibian and Reptile and Invasive Species Program Manager serves as the primary point of contact for the Association on conservation and management of amphibians, reptiles, and invasive species and facilitates national collaboration on these issues.

Duties:

- Provides staff support and assists with development and implementation of the goals of the Association's Amphibian and Reptile Conservation Committee and Invasive Species Committee.
- Serves states and partners through communication, coordination, training and network and partnership building to support conservation and management of amphibians, reptiles, and invasive species.
- Serves as state coordinator for Partners for Amphibian and Reptile Conservation (PARC) and provides assistance to the PARC Joint National Steering Committee and regional PARC working groups.



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- Serves as a point of contact to the states, federal agencies and partners on invasive species and assists with efforts to promote the identification and management of invasive species. Serves on or supports committees/advisory boards/work groups and supports state involvement on the National Invasive Species Council and Invasive Species Advisory Committee.
- Is a member of the AFWA Science Team and coordinates and communicates with AFWA leadership and staff on relevant conservation issues and represents the Association at national and regional meetings.
- Other duties as assigned.

Qualifications:

- Bachelor's degree in wildlife biology/management, conservation biology, ecology, natural resources, environmental science or related field required, or relevant experience.
- Experience working in fish and wildlife conservation and/or skills applicable to the position. Experience working for a state, territorial, DC or provincial fish and wildlife agency or a demonstrated understanding of the role of state fish and wildlife agencies preferred.

Excellent verbal and written communication skills. Experience and confidence presenting in front of small and large groups. Strong interpersonal skills.

- The Association utilizes Microsoft 365 and Microsoft Office products. Proficiency with these products is expected.
- Experience with planning and facilitating meetings. Strategic and critical thinker.
- Ability to work independently and on teams in a fast-paced office environment. Demonstrated ability to coordinate multiple initiatives and to meet deadlines.
- Knowledge and understanding of conservation issues at national or regional scales desirable.



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- Ability to work with diverse partners including state and federal fish and wildlife and land management agencies, nongovernmental organizations, academics, industry and private individuals.
- Knowledge and/or experience working with amphibians, reptiles, and/or invasive species a plus.
- Willingness to travel outside the District of Columbia area and represent the Association at conferences, meetings and other venues (~10%-25%).

Application Process: Please email CV and cover letter (subject line AFWA Amphibian and Reptile and Invasive Species Program Manager to arnelson@fishwildlife.org. Please include your salary expectations in cover letter – applications without salary expectations will not be considered.

Compensation and benefits: Starting Salary Range: \$45,000 - \$50,000. The Association offers excellent benefits including health insurance, life insurance, disability insurance and a 401k with employer match.

Application Deadline: February 26, 2021 or until filled.

Equal Opportunity: The Association provides equal opportunity in all of our employment practices. The Association makes employment decisions based on merit, qualifications, abilities and business needs, without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, disability, marital status, military status or any other category protected by applicable federal, state and local laws.