



# OREGON HUNTERS ASSOCIATION

P.O. Box 1706, Medford, OR 97501 • (541) 772-7313

[www.oregonhunters.org](http://www.oregonhunters.org) • [oha@oregonhunters.org](mailto:oha@oregonhunters.org)

Protecting Oregon's wildlife, habitat and hunting heritage

## Help Wanted: PART-TIME OHA Conservation Director

Thank you for inquiring about our Part-Time Conservation Director position. Attached you will find some material intended to help you become familiar with OHA. Also, please find an application form to return with your application package. Please note that the filing deadline is Nov. 15, 2019.

With your application packet, please include the following:

- Cover letter
- Resume
- Completed application form
- A list of references we may contact (please include and indicate supervisors, peers and subordinates)
- You may, at your discretion, submit work samples. Materials will not be returned unless accompanied by a self-addressed envelope with adequate first-class postage.

### WHO WE ARE:

OHA is a non-profit organization dedicated to advocating for wildlife, enhancing habitat and protecting our heritage. The state organization is overseen by a board of directors that meets monthly. The state structure consists of a state office, two full-time employees, four part-time employees and a year-round lobbyist. We have 26 active chapters around the state, all operated by volunteers. These chapters conduct local-level wildlife projects and fund-raisers, which typically consist of a dinner banquet, auction and raffle.

### WHAT WE NEED:

We're looking for 10 to 20 flexible hours per week from an individual who will advocate for Oregon's wildlife, habitat and sportsmen, and represent OHA in meetings and public appearances. We need someone to follow important conservation issues and keep OHA advised of their potential impacts on Oregon hunters and wildlife, and assist OHA chapters in organizing at the local level to be involved in habitat and wildlife management in their areas. We need an individual to review natural resource management plans, and prepare and submit comments on OHA's behalf. We're looking for someone who can promote the conservation goals and accomplishments of OHA through the media, social media and public speaking engagements, including public agency meetings and possibly legislative hearings. This could mean occasional evenings and weekends out of town. Reasonable travel expenses are reimbursed. We need a person who can talk to members, address large groups, and communicate with the media. Much of the equipment and know-how needed to do the job is already in place. We simply need an effective operator. The right person could work from a well organized home office.

### TIME FRAME:

A screening committee will review the applications and select finalists for interviews. The date for those interviews has not been set, but most likely will take place within 20 days of the filing deadline.

### IF YOU'RE HIRED:

Finalists will be asked for permission to conduct a criminal background check and driving record review. Starting hourly wage at \$23-25 per hour, depending on experience, plus expenses and modest benefits. If you have any further questions, please don't hesitate to call.

# Application for Part-Time OHA Conservation Director

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home phone: \_\_\_\_\_  
e-mail \_\_\_\_\_



I, \_\_\_\_\_, grant my permission to contact any professional or personal references I have enclosed. In the event that I am selected as a finalist, I grant my permission for OHA to conduct a check of my driving record and criminal record. I understand that I will be required to pass a drug screening test before being hired.

Signature \_\_\_\_\_ Date \_\_\_\_\_

In the space below, please explain how your background, education and professional experience would serve you in the position we're seeking to fill:

If you are not interested in relocating to work from the OHA State Office in Medford, please explain how your current office is equipped to handle the needs of the job:

What type of vehicle(s) do you have available as transportation?