

# 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)

## Job Description: OHA Conservation Director (Part-Time)

**Reports to:** OHA State Coordinator

**Job Summary:** Conservation Director's primary duty is to advocate for Oregon's wildlife, habitat and sportsmen, and represent OHA in meetings and public appearances.

### **PRIMARY FUNCTIONS**

1. Follow important conservation issues and keep OHA advised of their potential impacts on Oregon hunters and wildlife.
2. Assist OHA chapters in organizing at the local level to be involved in habitat and wildlife management in their areas.
3. Review resource management plans as directed, and prepare and submit comments on OHA's behalf.
4. Promote the conservation goals and accomplishments of OHA through the media, social media and public speaking engagements as assigned by OHA State Coordinator, including public agency meetings and legislative hearings.
5. Maintain daily contact with OHA State Coordinator and prepare written reports for the State OHA Board of Directors that include a timetable of work completed and planned.
6. Assist in the operation and execution of the annual OHA State Convention and annual Chapter Summit workshop.
7. Perform other duties that may be assigned by the OHA State Coordinator.

### **KNOWLEDGE, SKILLS, ABILITIES**

1. Bachelor's degree in natural resource field or work experience equivalent.
2. Working knowledge of wildlife management.
3. Excellent interpersonal skills.
4. Must be highly organized and be able to organize and motivate volunteers.
5. Must be able to take direction, and work closely with OHA staff, officers and board members.
6. Must possess basic computer skills and knowledge, such as word processing, e-mail and Internet skills. Knowledge of spreadsheet and database programs a plus.
7. Strong writing and public speaking skills.
8. Must support OHA mission, values, and organizational structures.

### **PHYSICAL DEMANDS**

Extensive travel, including some evenings and weekends. Must be able to work late at night. Must be capable of sitting and standing for long periods of time.