

OREGON HUNTERS ASSOCIATION

Protecting Oregon's Wildlife, Habitat and Hunting Heritage
P.O. Box 1706, Medford, OR 97501 • (541) 772-7313
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Help Wanted: Full-Time OHA Conservation Coordinator

Thank you for inquiring about our Full-Time Conservation Coordinator 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 May 1, 2020.

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)

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 32-40 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 seek 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 agency professionals and 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. Finalists will be asked for permission to conduct a criminal background check and driving record review.

IF YOU'RE HIRED:

Starting hourly wage at \$20-23 per hour, depending on experience, plus expenses and modest benefits including a health stipend.

If you have any further questions, please don't hesitate to call.

Job Description: OHA Conservation Coordinator (Full-Time)

Reports to: OHA State Coordinator and Senior Conservation Director

Job Summary: Conservation Coordinator'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 and Senior Conservation Director, including public agency meetings and legislative hearings.
5. Maintain daily contact with OHA State Coordinator and Senior Conservation Director 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 and Senior Conservation Director.

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.

Application for full-time OHA Conservation Coordinator

Name _____

Address _____

City _____ State _____ Zip _____

Home phone _____ Fax _____

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.

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 (please be concise):

Working remotely can require considerable self-discipline. Please explain concisely your vision for this kind of work situation.

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 do you have available as reliable transportation? (Mileage is compensated at the going federal rate.)

Return to: OHA Hiring Committee, P.O. Box 1706, Medford, OR 97501, by May 1, 2020.