



ASSOCIATION of
FISH & WILDLIFE
AGENCIES

Position Title: Climate Adaptation Assistant (Full-time; term appointment)
Association of Fish & Wildlife Agencies (AFWA)

Location: Washington, DC

The Association of Fish & Wildlife Agencies, founded in 1902, is the organization that represents North America's fish and wildlife agencies—promotes sound management and conservation, and speaks with a collective voice on important fish and wildlife issues. The Association has a small staff, which includes an Executive Director, Legislative Director, Operations Director, Wildlife Policy Director, International Resource Director, Communications & Marketing Director and Legal Counsel in addition to program/project/species-specific personnel and administrative staff. More information about the Association can be found at www.fishwildlife.org.

The Association of Fish and Wildlife Agencies is looking for a talented natural resource professional for a temporary, full-time position to assist in the implementation of the National Fish, Wildlife and Plants Climate Adaptation Strategy (NFWPCAS). The Association worked with the US Fish and Wildlife Service, the National Marine Fisheries Service, other federal agencies, state fish and wildlife agencies, and tribal agencies to develop the NFWPCAS. More information can be found on the NFWPCAS at: <http://www.wildlifeadaptationstrategy.gov/>.

Duties & Responsibilities

The climate adaptation assistant's duties and responsibilities will range from: overseeing meeting and travel logistics; record keeping and meeting notes; supporting implementation steering committee members; supporting management team members; gathering and synthesizing input/comments from stakeholders; researching and synthesizing climate adaptation literature, plans, and activities; drafting outreach materials and summary reports as well as rather related tasks. In addition, the assistant is expected to attend a number of events ranging from in town meetings to national conferences. Minimal long-distance travel is expected.

The climate adaptation assistant will work full-time under the supervision of AFWA's Science and Research Liaison. This is a term position for 12 months.

The position provides an excellent opportunity for an entry-level professional to learn organizational and leadership skills and build his/her portfolio.

Qualifications

Education: At minimum a Bachelor's degree in Environmental Science, Environmental Policy, Conservation Biology, or a related field but a Master's degree in Environmental Science, Environmental Policy, Conservation Biology, or a related field is preferred.

Experience: This is an entry-level position or for someone with 2-3 years of relevant work experience. Candidates must possess excellent written and verbal communications skills; organizational skills; desire to learn; flexibility; and a good work ethic. An understanding of climate change and climate adaptation as it relates to natural resources is preferred.

Compensation

Compensation for the Climate Adaptation Assistant includes full employee benefits.

Selection Process

Qualified candidates should submit a resume, letter of interest, and the names and contact information of three references to:

Dr. Arpita Choudhury, Science and Research Liaison, Association of Fish and Wildlife Agencies
444 North Capitol Street, NW, Suite 725, Washington, DC 20001

Email: achoudhury@fishwildlife.org

Deadline for application: July, 12th 2013