



## **Job Announcement**

**Title:** Aquatic Resource Education and Hunter Education Technician, Rhode Island DEM Division of Fish and Wildlife

**Location:** Exeter, Rhode Island

**Total compensation:** \$58,522 - \$74,947, plus 401k contributions of up to 8%

**Classification:** LIMITED TERM (35 hours per week)

**Start date:** September 2024

**Duration:** Five years, with possible opportunity for extension

**Recruitment:** Internal/External

**Application deadline:** July 26, 2024

### **POSITION SUMMARY:**

The Rhode Island Department of Environmental Management's Division of Fish and Wildlife seeks an innovative self-starter to assist with its Outdoor Education initiatives. This position is divided between Aquatic Resource Education and Hunter Education. Aquatic Resource Education strives to create environmental stewards and a well-informed public by enhancing the public's appreciation and understanding of aquatic resources and recreational fishing. Hunter Education is driven to produce safe and knowledgeable hunters and trappers by instilling responsibility, improving skills and knowledge, and encouraging the involvement of beginner and veteran hunters. The Division works to provide meaningful experiences to people of all ages, abilities, and communities, including hunters, anglers, and sport shooters.

### **OVERVIEW:**

Work independently in a joint capacity with the Wildlife Management Institute (WMI) and the Rhode Island Department of Environmental Management (RI DEM) Division of Fish and Wildlife (DFW) to provide coordination services to DFW. The incumbent will work out of the Division of Fish & Wildlife Office in Exeter, Rhode Island. The work area will be statewide, and some duties may require out-of-state travel. This position will be classified as a limited-term employee of the WMI. DFW will provide direct supervision of day-to-day activities.

Limited-term employees are defined as employees of WMI retained to provide a specific scope of services as described within one or more grants or contracts awarded to WMI. WMI bases your employment upon your skills, knowledge, and ability to achieve desired outcomes defined by RI DEM.

As a limited-term employee:

- You will be expected to work no more than an average of 35 hours per week in any 12-month period.
- You will be eligible for benefits including healthcare, vision and dental, paid time off, a 401(k), workers' compensation, general liability protection, professional liability protection, and

unemployment insurance benefits. WMI will withhold taxes, including social security.

- In addition to salary but contingent upon the funding available within the contract or grant that defines your scope of services, WMI will reimburse you for any travel expenses necessary and reasonable to perform the duties assigned to you.
- Your employment will be “at-will,” which means that either you or WMI can end the employment relationship at any time, for any reason or no reason, with or without notice.

### **DUTIES:**

- Assist the Aquatic Resource Education Coordinator with the scheduling, planning, implementing, and evaluating interactive in-person and virtual programs such as fresh and saltwater ecology programs, aquaculture programs, and recreational freshwater, saltwater, and fly-fishing programs for adults and youth.
- Assist the Hunter Education Coordinator with the scheduling, planning, implementing, and evaluating of interactive in-person and virtual hunter education programs, including hunter education and bow hunter education certification classes, archery proficiency tests, and public programs related to all aspects of hunter education training, including firearms and archery training, mentored hunt opportunities, and shooting range events.
- Assist in developing and implementing workshops and training opportunities for informal and formal educators, staff, and volunteers.
- Customer service and communications with the public, program participants, and new and existing volunteers via in-person, phone, email, website, and social media.
- Assist in documenting, evaluating, and reporting all programs and program participation, including collecting and maintaining records of volunteer hours in compliance with federal grant requirements for reporting purposes.
- Assist in designing and generating outreach and marketing materials to promote participation in hunting and fishing programs.
- Write and contribute content for program promotions and internal and external publications, including social media, flyers, and websites.
- Assist in the maintenance, storage, and requisition of program equipment and supplies as necessary.
- Perform other duties as required.

### **QUALIFICATIONS:**

A combination of education and experience in disciplines associated with hunting and fishing, including knowledge of safe hunting practices, fisheries and wildlife management principles, and wildlife and freshwater ecology and habitats. A minimum of three (3) years of relevant hunting and fishing experience and a bachelor’s degree in wildlife or fisheries biology, conservation biology, or a related field are highly desirable. Firearms Instructor Certification and/or Range Safety Officer Certification are preferred but not required.

#### Required Skills:

- Ability to establish and maintain effective working relationships with the public, team members, and external organizations.
- Strong organizational skills and ability to multi-task and balance duties.
- Demonstrated skills related to requesting, analyzing, and interpreting data.

- Knowledge about hunting and the role hunting plays in conservation.
- Strong verbal and written communication skills.
- Demonstrated conflict management skills and execution of conflict resolution strategies.
- Self-starter attitude with the ability to work independently.
- Trustworthy and possessing the highest personal and professional integrity and quality standards.
- Experience working with diverse populations/multicultural environments.
- Excellent computer skills, including proficiency with Microsoft applications.
- Some experience with or interest in graphic design, videography, and tools like Adobe Creative Suite.
- Bilingual, Spanish speaking is recommended but not required.

Conditions for Appointment: The incumbent must be physically qualified to perform assigned duties in various environments, including an office environment, a field environment, rugged terrain, and various adverse weather conditions (extreme heat, cold, rain, snow, sleet, etc.), and must be able to lift at least 50 pounds.

The incumbent must possess or be able to obtain a Class D valid driver's license. While performing job duties, local travel, including occasionally out-of-state travel, will be required. Total travel is not expected to exceed 15% of the time requirements.

Satisfactory completion of a criminal background check is required.

### **APPLICATION PROCEDURES**

Applications must be submitted on or before the application deadline of Friday, July 26, 2024, to be considered. Send a cover letter outlining your interest and qualifications and a resume to Emily Peacock, Supervising Wildlife Biologist, [Emily.Peacock@dem.ri.gov](mailto:Emily.Peacock@dem.ri.gov).

For questions about WMI Limited Term Employee terms, contact:

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