



THE WILDLIFE SOCIETY

Leaders in Wildlife Science, Management and Conservation

Position Announcement

Conservation Affairs Network Fellow

Description: The Conservation Affairs Network Fellow advances TWS' policy activities and those of TWS chapters and sections through support and coordination of the Conservation Affairs Network. This position provides an opportunity to learn about wildlife policy issues and advocacy practices while supporting TWS entities in their efforts to advance policies that empower, enable and assist wildlife professionals in their work of science-based management and conservation of wildlife and their habitat across North America.

Status: Full-time, term position with funding expected to be available through June 30, 2022. Possibility for extension up to an additional 12 months based on funding and incumbent availability.

Location: Remote in North America, with preference for location at TWS' headquarters in Bethesda, Maryland

Salary: \$40,000-\$45,000 per year, with full benefits including retirement contributions, health insurance, and personal leave.

Reports to: Government Relations Manager

Internal Relationships: Interacts regularly with the Unit Services Manager, the Director of Wildlife Policy and Communications, and other TWS team members. Does not supervise any employees or contractors.

External Relationships: Engages regularly with leaders of TWS chapters, sections and working groups.

Duties:

1. Support Conservation Affairs Network activities and communications
 - Provide supporting analysis, consultation and guidance to TWS chapters and sections on policy engagement
 - Lead efforts to expand and grow the CAN among TWS chapters and sections. Coordinate and facilitate outreach to chapters and sections and regular meetings of CAN
 - Develop and distribution monthly newsletters and other communications; solicit information from CAN for broader communication needs
 - Assist with policy and advocacy training workshops for CAN and TWS members
 - Write and publish articles for TWS communication channels on wildlife policy issues and CAN activities
2. Engage the Conservation Affairs Network on TWS' policy activities
 - Assist with managing TWS' Action Center efforts to engage CAN and TWS members on policy
 - Coordinate CAN advocacy events on national issues, i.e. "fly-in" events and liaison with elected offices
 - Organize and facilitate webinars for TWS members and CAN on policy issues
3. Develop and maintain policy resources for the Conservation Affairs Network and TWS members

- Create talking points, fact sheets, handouts, brochures, and other materials for use in educating the CAN and wildlife professionals on wildlife policy and supporting advocacy efforts
- Update, expand, and enhance the use of TWS' Policy Toolkit to assist chapters, sections, and members in their efforts to advocate
- Update and maintain policy databases and communication lists

Education: Bachelor's degree is required. Education should be in wildlife science, natural resource management/policy, or a related field.

Knowledge: Working knowledge of wildlife policy issues and policy processes is beneficial.

Certification: Certified Wildlife Biologist® or Associate Wildlife Biologist®, or ability to become certified is preferred.

Experience: No experience required. Preference for experience engaging with wildlife policy issues.

Skills and Abilities:

- Excellent written and oral communication.
- Detail-oriented. Ability to research and analyze information.
- Creative approach to problem-solving.
- Self-motivated. Work well independently and in a team setting.
- Enthusiastic about advancing science-based conservation of natural resources.

Working Environment: Work performed in an on-site or remote-based office setting. Occasional travel may be required.

Physical Demands: Work requires only minor physical exertion and/or strain.

To Apply: Submit a cover letter detailing your qualifications and interest in the position, your resume/CV, academic transcripts (official or unofficial) and at least two references as a single PDF document to cmurphy@wildlife.org by August 15, 2021.