



The voice of fish and wildlife agencies

1100 First Street, NE, Suite 825  
Washington, DC 20002  
Phone: 202-838-3474  
Fax: 202-350-9869  
Email: [info@fishwildlife.org](mailto:info@fishwildlife.org)

## POSITION DESCRIPTION

Position Title:	Contractor, Management Assistance Team
Position Location:	Washington, DC
Reports To:	Director of Professional Development and Conservation Education
Job Type:	Contract, 24 hours/week
Salary:	\$40/hour through December 31, 2022
The Association:	The Association of Fish and Wildlife Agencies (AFWA), founded in 1902, represents North America's fish and wildlife agencies. It promotes sound management and conservation and speaks with a collective voice on important fish and wildlife issues. The Association is a nonprofit, 501(c)(6) trade association. See <a href="http://www.fishwildlife.org">www.fishwildlife.org</a> for more information.
Position Summary:	The Management Assistance Team is seeking a part-time contractual position to help us meet the needs of our online learning and in-person training programs. Travel required. More information about MAT can be found at: <a href="https://www.fishwildlife.org/afwa-inspires/mat-team">https://www.fishwildlife.org/afwa-inspires/mat-team</a>
How to Apply:	Send an email with a cover letter and resume to <a href="mailto:etakaki@fishwildlife.org">etakaki@fishwildlife.org</a> – use "MAT Position" as the subject line. Applications are due by August 26, 2022.

**Duration:** September-December

**Duties:**

- Assist with annual staffing promotional booth at AFWA Annual Meeting September 18-22, 2022
- Assist with planning and preparation for the [National Conservation Leadership Institute](#) October 2-15, 2022.
- Analyze and summarize course and workshop evaluations
- Update NCLI database and Survey Alumni for positional changes.
- Technical Producer for online courses, webinars
- Assist with managing National Faculty and logistics for workshops
- Occasional travel to [National Conservation Training Center](#)
- Must be available to work in the D.C. office 1-2 days a week



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- Other duties as assigned

### **Qualifications**

- Bachelor's degree or pursuing a bachelor's degree or equivalent experience in conservation or instructional design
- Bachelor's degree or pursuing a bachelor's degree or equivalent experience in a related field, with experience working with adult education