Habitat Coordinator

Job Description

The Habitat Coordinator plays a significant role on a dynamic team of talented individuals committed to Wyoming's legacy of conservation for wildlife, hunters, anglers, trappers, and outdoor enthusiasts through policy, education, advocacy, and habitat projects.

Reports To: Executive Director
Geographic Area of Work: State of Wyoming
Full-time: 20 hours a week; part-time position
Hiring Date: Mid-May 2025
Salary Range: $25,0000 - $27,000

Scope of Work

The Habitat Coordinator (HC) is responsible for coordinating our on-the-ground habitat enhancement projects. In particular the HC will identify projects in geographically dispersed locations across the cowboy state, organize the project day(s), work with our Communications Manager on advertising the project, and executing all aspects of the project, including gathering materials and tools, keeping the volunteer RSVP list, and coordinating the volunteers on project day. In addition, take record of quantifiable information for reporting to Wyoming Wildlife Federation supporters and members, our board of directors, and for our communications.

Primary Duties

- Coordinate staff and volunteer participation before and during project day
- Build and maintain a database of habitat project volunteers
- Work with Communications Manager on before, during, and after information to tell the habitat project story
- Recruit partner organizations/groups to join and help support each habitat project
- Recruit volunteers
- Organize and manage all habitat projects for optimal execution
- Identify habitat projects using the resources provided along with HC own communication among Wyomingites
- Assist with outreach and advertising of the habitat project
- Assist with thank you notes

Desired Skills and Experience

- Education and/or experience with ecology and habitat, wildlife biology, or rangeland or timber management

- Proficient written & oral communication with a wide range of audiences
- Enthusiasm for creating human connections
- Demonstrated ability to work collaboratively with a diverse set of constituents
- Good team player
- Proficiency with standard computer programs
- Ability to self-start and carry out tasks with minimal oversight
- Ability to work under pressure, meet deadlines, and handle complex situations
- Ability to manage multiple priorities/activities, delegate effectively, and motivate others
- 2-4 years of experience performing similar job duties
- An understanding of hunting, angling, conservation, public lands, and wildlife issues in Wyoming

If you meet at least 60% of the qualifications of this description and are passionate about working for well-conserved fish and wildlife populations, healthy habitats, and are an engaged sportsperson, we support your application.

Application Materials
Interested applicants please send a cover letter, resume, and three references to Bekka Mongeau at email, bmongeau@wyomingwildlife.org, with the subject line, “Habitat Coordinator Application”.