



## NATIVE AMERICAN FISH AND WILDLIFE SOCIETY

### TWO POSITION VACANCIES – America the Beautiful Challenge (ATBC) Field Liaison

The Native American Fish and Wildlife Society is seeking qualified applicants to fill two (2) vacant ATBC Field Liaison positions. Please contact Julie Thorstenson, PhD at [JThor@nafws.org](mailto:JThor@nafws.org) for questions about this announcement.

Position: ATBC Field Liaison – (2 positions)  
Employer: Native American Fish and Wildlife Society  
Location: REMOTE  
Salary: DOE  
Posted: March 30, 2023  
Closes: May 1, 2023  
Degree: Bachelors  
Experience: Grant development and management; technical assistance  
Major Duties: See below  
Applications: To apply, submit a resume, cover letter, 3 professional references, BIA Form 4432 (if claiming Indian Preference) and transcripts to: Julie Thorstenson at [JThor@nafws.org](mailto:JThor@nafws.org)

### INTRODUCTION

The ABTC Field Liaisons will assist with ensuring grant investments made will successfully support ATBC program priorities. Applicants must have a specialized knowledge of grant writing, Tribal and Federal governments, Tribal treaties, fish and wildlife management, and Indigenous Traditional Knowledge .

The ATBC Field Liaisons will be responsible for conducting business in a manner that coincides with the Articles of Incorporation, Strategic Plan, Code of Ethics and other regulations, policies, and procedures of NAFWS.

The ATBC Field Liaisons will frequently be involved in situations that are very complex and highly sensitive and is expected to conduct themselves in a professional manner at all times, and to seek guidance and direction on issues from the NAFWS Executive Director.

### DUTIES

Primary duties include:

- Conduct outreach and offer assistance to key stakeholder groups and potential grantees in targeted and priority regions and geographies to help them understand ATBC funding priorities, develop restoration project concepts, identify potential partnerships.

- Facilitate peer-to-peer learning among grantees through field tours, site visits, workshops, and other venues.
- Organize opportunities for presentations about the program and for grantees to co-present about their projects at select conferences and events including the NAFWS regional and National conferences.
- Conduct post-award site visits for select grantees to trouble shoot potential challenges with project implementation; conduct pre-project monitoring assessments; collect photo documentation.
- Conduct site visits at select completed grants to conduct post-project monitoring assessments; collect photo documentation; provide guidance regarding projects long-term maintenance plans; and, to scope potential next phases of projects with grantees.
- Organize site visits to successful projects for other NFWF staff, funding partners, and key policy makers.
- Network with America the Beautiful Challenge staff and partners to identify partner opportunities for ATBC grantees.
- Provide feedback and insights to NFWF staff about applicant and grantee lessons learned and program improvement opportunities.

#### KNOWLEDGE/SKILLS/ABILITIES:

- Bachelor's Degree in biology or fish and wildlife resource management or related natural resources field required. Applicant must demonstrate an understanding of the concepts and practices involved in the management of fish and wildlife resources, including ground field experience, familiarity with restoration techniques.
  - Required Experience: 3-5 years' experience in grant writing, management.
  - Specialized Experience: Restoration techniques and Indigenous Knowledge preferred
  - Specialized knowledge of the complexities of the America the Beautiful Challenge program and its structure preferred.
  - Prior experience in working with Tribes, Native organizations and people and federal agencies is preferred.
- Working knowledge of Tribal governments, treaties, agreements, policies, and sensitive issues associated with the management of fish and wildlife resources.
- Knowledge of federal grant and contract procedures and policies.
- Effective communication skills. The applicant must demonstrate the ability to communicate effectively both orally and in writing.
- Strong interpersonal skills and ability to work effectively with a variety of people with authority to make decisions covering a wide range of fish and wildlife programs.

#### SUPERVISION RECEIVED

- The applicant is under the direct supervision of the NAFWS Deputy Executive Director.

#### SUPERVISORY RESPONSIBILITIES

- This is a NON-SUPERVISORY position

#### COMPLEXITY

- Applicant's tasks involve working with and through many different groups with a wide diversity of interests to achieve the overall mission and goals of the NAFWS.
- Applicant must be able to work effectively with the NAFWS membership and assist them with issues or concerns
- All duties and actions of the applicant must be carried out in a manner that maintains harmonious working relations with the various interest groups.

#### PERSONAL CONTACTS

- Internal contact with NAFWS membership, staff and Board of Directors occurs on a regular basis. Other contacts with various Tribal, federal and state agencies and nongovernmental organizations will be on a frequent basis.

#### PHYSICAL DEMANDS

- This position requires a significant amount of travel which can be very demanding. The majority of work time will be spent in an office environment and includes standard demands associated with this setting. Minimal lifting of office equipment supplies and other work office environment items may be required. A minimum of 20 pounds may be required to be lifted. The incumbent must demonstrate flexibility and self-motivation. The incumbent must be able to perform physical activities associated with fisheries and wildlife activities.

#### WORK ENVIRONMENT

- The ATBC Field Liaison's duty station will be remote. The majority of work is performed in an office setting. Field work usually consists of travel (up to 30%) to various regions or metropolitan areas for meetings and presentations. Some discomfort may be encountered when exposed to extremes of heat, cold or inclement weather.

#### EMPLOYMENT REQUIREMENTS

The Native American Fish and Wildlife Society is an Equal Opportunity Employer and does not discriminate in any personnel practice. As provided in federal law, the NAFWS does provide employment preferences for Native Americans and veterans of U.S. Armed Services.

Incumbent will be subject to a pre-employment background check and reference checks. Must possess a valid Driver's license.

Will be required to serve a 90-day probation period.