



Project Coordinator

Project Management / Marketing/ Sales

- Strong communication, graphic design, and project management skills
- Experience with managing multiple simultaneous projects and meeting timelines
- Motivated and enjoys a fast-paced environment
- Self-starter with ability to work independently and in teams
- Interest in natural resources and knowledge of invasive species a plus
- Indoor and outdoor project based. Must be willing to travel

Duties

- Coordinate projects in collaboration with diverse stakeholders nationwide
 - Design and implement public outreach and education campaigns
- Secure funding opportunities to expand programs
- Project reporting and budgeting
- Public speaking required
 - Webinar presentations, conferences, others
- Assist other Wildlife Forever staff and programs as needed

Preferred Qualifications:

- Degree in Marketing, Communications, Public Relations, Business Management, and/or environmental studies/restoration ecology/biology.
- Knowledge of hunting, fishing, and outdoor recreation issues
- Experience with MS Office products, MS Teams, Photoshop, InDesign, others
- Baseline knowledge of Invasive Species

Ad

Project Coordinator

Wildlife Forever a national nonprofit conservation organization is seeking a Project Coordinator to assist with project management, development, and promotion of the Clean Drain Dry public service campaign. Candidates must have strong written and verbal communication skills. Applicants must have sales or public relations and financial management ability. This position requires experience in developing marketing & communication materials along with managing stakeholder engagement. Experience and knowledge of natural resources, graphic design, and sales/marketing a plus. Grant writing and management preferred.

More info at: www.WildlifeForever.org



Contract Position:

- Temporary Full-Time position with full-time employment available after 1 year, contingent upon performance and available funding
- 40 hours per week:
- Office Position: WF Headquarters
- Background Check Required

Benefits

- Vacation
- Sick Time
- Paid Holidays

Mail or email resumes and cover letters by 4 pm CST May 14th, 2021 to:

**Wildlife Forever
5350 Hwy 61 N STE 7
White Bear Lake, MN 55110**

**Email: info@wildlifeforever.org
Subject: Application Project Coordinator**

Wildlife Forever is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.