Alabama Department of Conservation and Natural Resources

Division of Wildlife and Freshwater Fisheries

Assistant R3 Coordinator - Education

The Alabama Department of Conservation and Natural Resources Division of Wildlife and Freshwater Fisheries in collaboration with the Council to Advance Hunting and the Shooting Sports (CAHSS) is seeking an Assistant Recruitment, Retention, and Reactivation (R3) Coordinator. The primary role of this position is to conduct conservation education and outreach efforts across the state of Alabama. The ultimate objective of the position is measurably increasing relevancy and awareness of the conservation funding model and science-based wildlife management best practices.

**Job Title:** Assistant R3 Coordinator - Education

**Primary Focus:** K-12, College, Community Outreach and Conservation Education

**Desired Skills and Abilities:**

The ideal candidate will have 3+ years of experience in R3, conservation education, and/or outdoor recreation. Candidates must be self-motivated, organized, and possess strong verbal and written communication skills. The ideal candidate will have proven proficiencies in teaching, creating lesson plans and teaching materials, providing instruction, partnership collaboration, and interpersonal skills.

**Terms of Employment**

The initial term of hire will be a termed position pending satisfactory work performance; this term may be extended based in the incumbent’s effectiveness and success at conducting wildlife conservation and education. The employee must be in the State of Alabama and will be expected to travel statewide with an office housed in the main office in Montgomery. Irregular work hours may be common and as such, a certain amount of flexibility will be permitted throughout the week, and traditional 9 to 5 hours may not be required.

The Assistant R3 Coordinator will be a full-time employee of the (CAHSS), one of the three collaborating organizations supporting this position. The other two collaborating organizations are the Grand Slam Club Ovis – Hunting Heritage and Conservation Foundation (GSCO-HHCF) and the Alabama Department of Conservation and Natural Resources Wildlife and Freshwater Fisheries Division (ADCNR WFF). The position will be supervised by Justin Grider (R3 Coordinator with ADCNR WFF) and Scott Lavin (Director of Research and Partnerships with CAHSS) in accordance with an annual work plan set forth by the three collaborating organizations.

This is a multi-year position that is expected to work in the state of Alabama. Travel within the state to attend meetings, conduct and assist with outreach events, perform job duties, among others, is anticipated at organizational expense. Out of state travel to the annual National R3 Symposium and the GSCO annual convention is also anticipated at organizational expense.

The starting salary range is $60,000 per annum, based on experience, education, and other relevant qualifications. A generous benefits package (health, dental, life, vision, and retirement) is included as outlined in the enclosed 2024-2025 CAHSS Employee Benefits Information sheet. Applications, to include a cover letter and resume, should be sent via email to Amanda Pitman (Amanda.Pitman@CAHSS.org) in a single PDF. Application review will begin March 10th and the position will remain open until filled.

**Scope of Work**

**Job Functions**

* Focus on wildlife conservation education as a central component in informing the general public as the critical need for science-based resource management as practiced by the ADCNR.
* Serve as the primary contact for conservation education and outreach efforts within the state.
* Advance and promote conservation and wildlife management best practices to the general public.

**Primary Duties**

The Assistant R3 Coordinator will utilize resources and networks to effectively:

* Visit elementary, middle, high schools, colleges, and other educational enterprises and activities at a time in their academic and curricular studies syllabi where wildlife management and ecosystem studies are being instructed.
* Respond to and fulfill the requests that come into the ADCNR office for school or public visits.
* Inform and educate these groups as to the full complement of activities and programs that are being performed by the ADCNR from enforcement to wildlife biology and the critical role of science-based resource management. The importance and positive impact of the hunter-trapper-target shooter on the ADCNR budget and ecosystem management should also be explained.
* Develop and utilize highly effective teaching methods, materials, lesson plans and leave behinds.

**Secondary Duties**

* Conduct and coordinate CEU conservation instruction opportunities for teachers during summer breaks.
* Develop and enhance repository of teaching aids and materials to be made available to state agency staff, educators, and instructors.
* Attend the annual National R3 Symposium, GSCO Annual Convention, and other directly relevant regional and national meetings and conferences as designated by the R3 Coordinator.
* Work closely with the other R3 staff to develop, refine, enhance, and conduct R3 efforts.

**Additional Duties**

* Other duties as defined by the R3 Coordinator, R3 Section, WFF Director, CAHSS, GSCO-HHCF President or Director
* Identify, recommend, and pursue leadership training opportunities to further professional development and growth in areas of instruction, supervision, conflict resolution, leadership, R3 coordination, and educational best practices.