**POSITION DESCRIPTION**

**FISH AND WILDLIFE BIOLOGIST**

**NATIVE AMERICAN FISH AND WILDLIFE SOCIETY**

INTRODUCTION

The Fish and Wildlife Biologist (Biologist) of the Native American Fish and Wildlife Society (NAFWS) serves as the fish and wildlife technical assistance under the guidance and direction of the Director of Programs. The Biologist is responsible for providing technical service to the NAFWS members and member Tribes with an emphasis on threatened or endangered species. This is a remote, full-time term position, not to exceed 2 years.

The Biologist 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.

The Biologist will frequently be involved in situations that are very complex and highly sensitive and is expected to always conduct themselves in a professional manner, and to seek guidance and direction on issues from the Director of Programs.

DUTIES

Primary duties include:

* Maintain a Wildlife and Fisheries Management Technical Assistance program to assist members and member Tribes.
* Maintain updated knowledge and resources on threatened and endangered species
* Assist with any proposals as needed.
* Provide technical assistance to members and member Tribes on fish and wildlife issues.
* Develop a database of resources to assist members and member Tribes on fish and wildlife issues.
* Assist with NAFWS’ Education program.
* Communicate with tribes on fish and wildlife issues, including management, planning, staffing, threatened or endangered species, biodiversity, habitat connectivity, invasive species and wildlife diseases.
* Research training opportunities that will benefit the tribes and NAFWS members and provide recommendations for inclusion into the NAFWS’ line of services and products.
* Develop trainings for Tribal biologists and technicians
* Assist with the NAFWS National and Regional Conferences as requested and directed by the Executive Director, i.e., help with conference announcements, send requested conference materials, help with registration, etc.
* Other duties as assigned.

FACTORS

Knowledge/Skills required by the position:

* Education and/or experience equivalent to a bachelor’s degree in Fish and Wildlife, biological sciences, Environmental or Natural Sciences. Incumbent will understand the concepts and practices involved in the management of fish and wildlife resources.
  + Examples of education and experience requirements are listed below:
* **Degree:** major in biological science that included:
  + At least 6 semester hours in aquatic subjects such as limnology, ichthyology, fishery biology, aquatic botany, aquatic fauna, oceanography, fish culture, or related courses in the field of fishery biology; and
  + At least 12 semester hours in the animal sciences in such subjects as general zoology, vertebrate zoology, comparative anatomy, physiology, entomology, parasitology, ecology, cellular biology, genetics, or research in these fields. (Excess course work in aquatic subjects may be used to meet this requirement when appropriate.)

**OR**

* **Combination of education and experience:** courses equivalent to a major in biological science (i.e., at least 30 semester hours), of which a minimum of 6 semester hours were in aquatic subjects and 12 semester hours were in the animal sciences, as shown above, plus appropriate experience or additional education.

**OR**

* **Degree:**  biological science that included:
  + At least 9 semester hours in such wildlife subjects as mammalogy, ornithology, animal ecology, wildlife management, or research courses in the field of wildlife biology; and
  + At least 12 semester hours in zoology in such subjects as general zoology, invertebrate zoology, vertebrate zoology, comparative anatomy, physiology, genetics, ecology, cellular biology, parasitology, entomology, or research courses in such subjects (Excess courses in wildlife biology may be used to meet the zoology requirements where appropriate.); and
  + At least 9 semester hours in botany or the related plant sciences.
    - *OR*
* **Combination of education and experience:** equivalent to a major in biological science (i.e., at least 30 semester hours), with at least 9 semester hours in wildlife subjects, 12 semester hours in zoology, and 9 semester hours in botany or related plant science, as shown in A above, plus appropriate experience or additional education.
* Specialized knowledge: knowledge of fish and wildlife management and threatened or endangered species.
* Effective communication skills. The applicant must demonstrate the ability to communicate effectively both orally and in writing. Ability to deal effectively with personnel from all levels of Tribal, Federal, and State governments, academia, special interest groups and the general public.
* Working knowledge of Tribal and federal governments, Tribal treaties, agreements, laws, policies, and sensitive issues associated with the management of fish and wildlife resources.
* Knowledge of federal contract procedures and policies
* American Indian/Native Alaskan employment preference. As provided in the NAFWS Employee Handbook and as authorized by federal law, the NAFWS will provide an employment preference to applicants who are enrolled members of a federally recognized Indian tribe or an Alaskan village.
* Veteran employment preference. As provided in the NAFWS Employee Handbook and as authorized by federal law, the NAFWS will provide an employment preference to applicants who are veterans of the U.S. Armed Services.
* Pre-requisite for receiving employment preference. An applicant shall only receive the employment preference(s) if they demonstrate they possess the education and experience qualifications set forth herein.

SUPERVISION

* The applicant is under the direct supervision of the Director of Programs.

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 concern
* 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 will be on a frequent basis.

PHYSICAL DEMANDS

* This position requires a significant amount of travel (25%) which can be very demanding. Most 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 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

* This is a remote position, however, occasional work in the field may be required. Applicants must have the ability to walk and hike. Field work usually consists of travel (up to 25%) to various regions or metropolitan areas for meetings and presentations.

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.

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

Incumbents will be required to serve a 90-day probation period.