



Assistant R3 Coordinator - Education

The Alabama Department of Conservation and Natural Resources Division of Wildlife and Freshwater Fisheries (ADCNR), Council to Advance Hunting and the Shooting Sports (CAHSS), and Grand Slam Club Ovis – Hunting Heritage and Conservation Foundation (GSCO) are seeking an Assistant Recruitment, Retention, and Reactivation (R3) Coordinator - Education. 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 three years 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 CAHSS, one of the three collaborating organizations supporting this position. The other two collaborating organizations are GSCO and ADCNR. The position will be supervised by Justin Grider (R3 Coordinator with ADCNR) and Swanny Evans (Director of Research and Partnerships with CAHSS) in accordance with an annual work plan set forth by the three collaborating organizations.

This is a 3-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 is \$50,000 per year. A generous benefits package (health, dental, life, vision, and retirement) is included as outlined in the enclosed 2022-2023 CAHSS Employee Benefits Information sheet. Applications, to include a cover letter and resume, should be sent via email to Swanny Evans (swanny@cahss.org) in a single PDF with "Education Coordinator" as the subject line of the email. Application review will begin October 13th and the position will remain open until filled.

Scope of Work

Job Functions

- Focus on wildlife and 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 backlog of 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 or 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 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.

2023 CAHSS Employee Benefits Information

The information in this document is for informational purposes only and is not an offer of coverage. It contains only a partial description of the plan or program and is not a contract. Refer to the Summary Plan Description for complete plan details. In case of a conflict between the plan documents and this information, the plan documents will always govern.

Eligibility for Medical, Dental, Vision, Disability and Life insurance plans begins on the first of the month following or coinciding with the date of hire.

Medical Coverage - CareFirst / DCHL

The Council pays 100% of the premium for employee-only coverage and pay 60% of the premium for coverage for spouse and children. Two plans are available:

- Base Plan – Blue Choice Advantage Platinum
- Buy up Plan – BluePreferred PPO Platinum

The BlueCare Advantage program is the best fit for those living outside of the DC area. You have access to the CareFirst National Network of providers, which is comparable to the PPO network. If you ever had to seek care while in the VA/DC area, you would just need to be sure to choose a doctor in the BlueChoice network.

The Blue Choice PPO plan is more expensive and *does* have an associated employee cost. It would really only be an advantage to you if you were living & working in the DC area because it has better out-of-network benefits.

Dental & Vision- CareFirst Direct

The Council pays 100% of the premium for employee-only coverage and pay 60% of the premium for coverage for spouse and children

Reliance Standard STD, LTD, LIFE & AD&D

Employer pays 100% of the premium for these coverages.

Basic Life and Accidental Death and Dismemberment (AD&D):

- Two (2) times annual salary, rounded to the nearest \$1,000, subject to a maximum amount of Insurance of \$200,000.
- Amounts of basic insurance over \$50,000 are subject to our approval of a person's proof of good health. However, any proof of good health required due to late application for this insurance will be at no expense to us.
- For Insureds age 70 and over, the amount of basic life and accidental death and dismemberment Insurance is subject to automatic reduction.

Short-Term Disability: The plan pays 60% of an employee's weekly salary, not to exceed \$1,500.00 per week. The elimination period is 0 days for disability due to an injury and 7 days for disability due to sickness. Benefits begin the day after the elimination period is completed. The maximum period of benefit payments is 26 weeks. Employees are allowed to use their sick leave before using short-term disability.

Long-Term Disability: The plan pays 60% of an employee's monthly salary, not to exceed \$7,500 per month. For employees over age 60, please refer to the plan documents. The elimination period is 180 days or the day after the elimination period is completed.

401(k)

The company sponsors a 401(k) retirement savings plan. Employees must be 21 years of age and complete 250 hours of service in a 3-month period to become eligible. The company provides a 3% safe harbor non-elective contribution. ("Non-elective" means you receive this contribution even if you choose not to defer your own compensation.) If you elect to defer your own compensation, the company will also match up to 1% of your deferrals.

Paid Time Off

New full-time employees begin accruing annual leave with their first pay check at a rate of 5 hours per pay period (15 days annually). Full time employees accrue 4 hours of sick leave each pay period (12 days annually). Terms and conditions of paid time off programs are covered in the Employee Handbook.