



# THE WILDLIFE SOCIETY

*Leaders in Wildlife Science, Management and Conservation*

## **Operations Coordinator** *The Wildlife Society (TWS)*

**Position Description:** The Operations Coordinator supports and advances the mission of TWS by assisting the Chief Executive Officer (CEO) and the TWS leadership team in the execution of programs, projects and tasks primarily related to Finance and Administration, Membership Marketing, Business Relations and Fundraising, Communications (website/social media) and Conferences. Reporting directly to the CEO, the coordinator performs a wide variety of administrative and communications tasks to support the TWS team's achievement of annual Operations Plans goals.

**Location:** Virtual. Office is based in Bethesda, Maryland, but the coordinator can work from anywhere in North America with high-speed, reliable internet service. Travel required approximately four times annually.

### **Duties**

#### **Administration**

- Provides administrative and reporting support to the Chief Executive Officer to expedite follow up with staff, Council (Board of Directors), members, contractors and business partners on specified projects and tasks.
- Primary point of contact for routine inquiries from Council members related to expense reports, hotel reservations, and information requests.
- Handles monthly data entry tasks related to financial reports, human resources, grants tracking and reporting.

#### **Communications**

- Creates draft communications, including emails to members and content/features for our e-media channels to promote membership, conference and program engagement. Creates and maintains reports to track progress.
- As assigned, updates the organization's website, e-newsletters and social media channels with content and photos submitted by various staff members.
- Assists with the preparation of special publications, including the Annual Report, Conference Program Guide, and Council reports/meeting minutes.

#### **Other**

- Performs other duties as assigned by the Chief Executive Officer.

## **Qualifications**

**Education/Knowledge:** Bachelor's degree or higher is required.

**Experience:** Administrative support experience and a wildlife-related degree or work experience preferred. Experience with creating engaging communications for marketing and website content features a plus. Demonstrated ability to work remotely while delivering expected results preferred.

### **Skills and Abilities:**

- Personable and nimble with a desire and ability to contribute to the continued success of our organization.
- Excellent written and oral communication skills.
- Strong attention to detail, highly organized with excellent multi-tasking skills.
- Self-starter with a demonstrated ability to take initiative and accomplish tasks on time and with minimum supervision
- Detail-oriented with highly accurate data entry and proofreading skills.
- A working proficiency in MS Office (Word, Excel, PowerPoint) is required.
- Experience with WordPress, HTML, Adobe Creative Suite/Photoshop, QuickBooks a plus.
- Successful experience working remotely as a member of a collaborative team and with a flexible work schedule is a plus.
- Spanish or French language fluency (written and verbal) is a plus.

**Employment Classification:** Full-time, exempt.

**Compensation:** \$45,000 annual salary plus benefits

**To Apply:** Forward your resume to Ed Thompson, CEO at [ed@wildlife.org](mailto:ed@wildlife.org) by January 24, 2020.

**About The Wildlife Society:** Founded in 1937, The Wildlife Society is a non-profit scientific and educational association. Its more than 11,000 members are professional wildlife biologists, managers, leaders and students dedicated to excellence in wildlife stewardship through science and education. Our mission is to represent and serve the professional community of scientists, managers, educators, and others who study, manage, and conserve wildlife worldwide.

The Wildlife Society is an Equal Opportunity Employer. Employment opportunities are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, gender/gender identity, sexual orientation, pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by federal or applicable state law.