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|   | <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Administration of a controlled hunting program and any building or land leases</li> <li>• Complete and submit timesheets, mileage logs and preserve reports on a timely basis</li> <li>• Recruit, train, and supervise part-time personnel when authorized</li> <li>• Develop an annual budget and maintain appropriate accounting and other financial records</li> </ul>  |
| <p><b>Qualifications</b></p>                                | <ul style="list-style-type: none"> <li>• Bachelor’s degree in Natural Resource Management or equivalent experience</li> <li>• Professional demeanor, positive customer service attitude, comfortable working with the general public</li> <li>• Experienced in the safe use and maintenance of hand and power tools</li> <li>• Highly motivated and responsible, able to work independently, with little supervision</li> <li>• Must carry out tasks in a professional manner and have an aptitude for injecting positive energy and good humor into work and social situations</li> <li>• Working knowledge of Microsoft Word, Excel and electronic communications</li> <li>• Must have a valid driver’s license, reliable transportation and a good driving record</li> <li>• Successfully pass a background check</li> <li>• Regular and consistent attendance is required</li> </ul> |
| <p><b>Physical Requirements/<br/>Working Conditions</b></p> | <ul style="list-style-type: none"> <li>• Capable of performing a wide variety of physically demanding tasks necessary for the maintenance of the various preserves. This may include sitting, standing, bending, and squatting on uneven terrain, walking, climbing, and lifting and pushing up to 50 lbs. repeatedly.</li> <li>• Must be available to occasionally work on weekends, evenings, and holidays as requested to fulfill their responsibilities.</li> <li>• Must be prepared to work outdoors under all conditions, including heat, cold, and with occasional exposure to poison ivy, biting and stinging insects, etc.</li> </ul>   |
| <p><b>EEOC Statement</b></p>                                | <p>Natural Lands is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, age, national origin, sexual orientation, disability, or veteran status. We aim to build a workplace where employees feel empowered to bring their full, authentic selves to work.</p>   |