

**American Conservation Experience (ACE)
Emerging Professional Internship Corps (EPIC) Program
US Fish & Wildlife National Program Manager**

Position Location: Salt Lake City, Utah (Sugarhouse)
Website: www.usaconservation.org
Position Level: Full-Time Exempt; Professional
Position Contact: Shane Barrow, Executive Director ACE EPIC
Start Date: Immediate, Position open until filled

Job Description:

"Conservation is a Human Endeavor"

The ACE EPIC program, 501c3 status national non-profit Conservation Corps, located in Salt Lake City, Utah, is expanding its Management team to include an expert on our newest national partner, the US Fish & Wildlife Service (USFWS).

This important position will be responsible for enhancing our ability to support and manage all USFWS program development, recruitment, and placement of interns & fellows throughout, and in support of, the 562 national wildlife refuges & 38 wetland management districts that encompass 150,000,000 acres nationwide, providing habitat for our conserved and protected flora and fauna since 1902.

We are seeking a Program Manager that is unwaveringly enthusiastic about our nation's public resource management mission. Our dual partnership responsibility is to provide a bridge between academia and career for young professionals seeking a public service career within the Departments of Interior and Agriculture, and to support the USFWS in their effort to meet their complex mandate. Our role is to facilitate experience and training needs for our interns, while providing USFWS sites access to talented developing future public servants.

To be fully successful in this role an individual must have experience working for, or directly with, the USFWS to implement its complex mission to balance resource use with conservation across our public trust. Candidate must possess relevancy and understanding of typical refuge management activities such as hunting, fishing, and wildlife viewing.

Experience working with other Agencies, or in higher education, implementing multiple use mandates will also be very useful, as we do work with a variety of other federal partners— not limited to the National Park Service, Bureau of Land Management, and Bureau of Reclamation.

The ideal candidate must have a solid understanding of the rigors of earning a Bachelors and/or Master's degree (or higher) in biological, ecological, geoscience, or Environmental Science fields. Possession of an undergraduate degree, relevant experience/exposure, and a calm positive attitude are required to be considered.

Responsibilities:

- Act as main Point of Contact for ACE's USFWS partners regionally and nationally.
- Directly implement, coordinate, and facilitate the outreach portion of ACE EPIC programming including forming and maintaining new partnerships with agencies, tribes, schools, and local community groups for prospective candidates and recruitment pools.
- Coordinate and facilitate trainings, collect and organize data on recruitment statistics, and report program activity and success.
- Become deeply knowledgeable of Federal Financial Assistance Uniform Guidance, 2 C.F.R 200, in order to assure organizational compliance with current rules and regulations (GAAP, CFR, OMB).
- Mentoring of interns through the hiring, internship, and career placement cycle.

- Posting announcements, reviewing and interviewing candidates, and placement of selected interns.
- Understand the need to recruit for workforce diversity as agency directives desire.
- Assist Grants & Agreements Manager with quarterly, annual, and final project/program reports.
- Participate in identifying and authoring grant & agreement proposals.
- Understand and appreciate the complexity and uniqueness of various federal agency cultures.

Desired Qualifications:

- Extremely strong communication skills, and a deep interest in the welfare of ACE's Agency partners and represented interns.
- Commitment to ACE's mission to public service through professional development & volunteerism.
- Prefer some knowledge of Federal Grants & Agreements under Federal Uniform Guidance. Successful completion of job duties will require gaining an intimate knowledge of Federal contracts and agreements.
- Knowledge and professional acceptance of the varied missions of federal agencies.
- Highly organized with the ability to maintain organization of hundreds of interns and dozens of projects nationwide.
- Strong computer management skills including experience with recruitment software and online personnel databases, iOS, Filemaker, Excel, MS Office, and Adobe Suite software.
- Must be flexible, with the ability to work well as part of a highly mobile, highly functional team.
- Very strong time management skills and the ability and desire to perform multiple and variable tasks.
- Valid driver's license with clean driving record and willingness to travel to project sites nationwide.
- Evening, weekend and/or holiday work will be necessary as target college students/graduates are not always available during normal business hours.
- Desire to participate in field projects and site visits, when possible.
- Ability to pass a federal criminal background check will be required. ACE reserves the right to require drug testing within our programs.

Job Benefits:

- Flexible full-time work schedule. Work schedule is seasonally dynamic and usually flexible.
- National travel to refuges throughout the nation, from urban areas to remote and harsh locations, will be necessary.
- Casual, yet professional non-partisan work environment, with a shared outdoor & conservation ethic.
- Compensation depending on experience. Estimated salary range \$38,000 - \$45,000. Level of Agency experience, especially USFWS, will be a strong consideration.
- Benefit package includes health & dental insurance, vacation & sick leave accrual.

To Apply: Please submit a thoughtful resume and cover letter along with 3 professional references using the **APPLY NOW** section located on the upper right hand corner of the position listing on our website here:

<https://usaconservationstaff.applicantpool.com/jobs/164909.html>

NOTE: Early consideration will be given as applications are received. This position may close at any time. If you have any questions regarding ACE, please feel free to contact the ACE EPIC National Internship Director, Shane Barrow, at 801-946-2722 or sbarrow@usaconservation.org.