



## **JOB ANNOUNCEMENT**

[www.patrou.org](http://www.patrou.org)

### **Pennsylvania Council of Trout Unlimited** *Program Director*

#### **About the Pennsylvania Council**

The Pennsylvania Council of Trout Unlimited (PATU) is a 501(c)3 non-profit organization with over 13,000 members, placed in 48 chapters across the Commonwealth. The mission of PATU is to conserve, protect, restore, and sustain Pennsylvania's coldwater fisheries and their watersheds- especially our wild trout resources. The PA Council serves as the coordination and communications link between all 48 chapters across Pennsylvania.

#### **Position Summary**

PATU is seeking a full-time Program Director to oversee the Coldwater Heritage Partnerships (CHP) Program and other statewide programs and initiatives. The Program Director must have a range of skills to effectively execute his/her varied responsibilities, which include: staff and program management, strategic planning, ability to provide technical support and guidance to council, chapters and other conservation organizations, conduct meetings and trainings, and oversee communication of the Council. This is not a telecommuting position and will have office space at the PA Fish and Boat Commission Facility in Bellefonte, Pennsylvania. This position will report directly to the Pennsylvania Council of Trout Unlimited Executive Committee and Coldwater Heritage Partnership Committee. The Program Director's primary objective is to implement the Council's involvement in the Coldwater Heritage Partnership (CHP) Program. This program targets the conservation and protection of Pennsylvania's coldwater streams and is a joint effort of TU, Pa Fish & Boat Commission, the Foundation for Pennsylvania Watersheds and the PA Department of Conservation and Natural Resources.

#### **Duties and responsibilities:**

- Provide assistance and technical support to Trout Unlimited chapters and eligible watershed groups on the conservation and protection of Pennsylvania coldwater fisheries.
- Assist groups in identifying problems, and developing solutions and implementation strategies.
- Work to educate the public and promote the conservation of PA's coldwater streams.
- Administer and manage the Coldwater Heritage Partnership (CHP) grants program.
- Serve as liaison between multiple agencies involved in PATU programs.
- Oversee PATU website updates and assist with social media sites.
- Oversee the implementation of the Trout in the Classroom program.
- Fundraise and administer budgets and project reports.
- Grant writing and reporting.
- Coordinate and facilitate the Keystone Coldwater Conference.
- Organize, facilitate, and attend trainings / meetings that pertain to protecting PA's coldwater streams.
- Oversee the day to day operations of the Pennsylvania Council including; responding to emails and phone calls, writing letters, campaigns, problem solving, leadership development, and assisting with meetings and training.
- Supervise any part-time staff or interns.

#### **Qualifications:**

The following qualifications are required unless stated otherwise:

- Bachelor's degree in biology, environmental science or related field
- At least 5 years' experience related to the duties of this position
- Nonprofit experience preferred
- Excellent interpersonal skills
- Must be self-motivated and ability to work independently, with minimal supervision
- Strong written and oral communication skills
- Passion for the outdoors and an avid angler preferred
- Self-starter

- Flexible, able to change gears with little notice.
- Ability and willingness to travel statewide
- Willing to work nights and weekends
- Proficient in Microsoft Office programs

\*\*This is not a telecommuting position; therefore attendance in an office is required.

This is not an all-inclusive list of duties and responsibilities.

This is a full-time position with an attractive benefits package. Salary range is \$40,000-\$50,000 annually.

***HOW TO APPLY:***

Please send cover letter, resume, and three professional references to PA Trout at [resume@patrout.org](mailto:resume@patrout.org). This position will be open until filled. We will begin to review applications immediately.

Please fill out this [voluntary form](#) and submit it as an [attachment to this email address](#).

Information about the PA Council of Trout Unlimited can be found at [www.patrout.org](http://www.patrout.org). Coldwater Heritage Partnership information can be found at [www.coldwaterheritage.org](http://www.coldwaterheritage.org). Trout in the Classroom information can be found at [www.patroutintheclassroom.org](http://www.patroutintheclassroom.org).

PATU is an Equal Employment Opportunity & Affirmative Action Employer pursuant to Section 503 of the Rehabilitation Act & Vietnam Era Veterans Readjustment Assistant Act.

PATU is an equal opportunity employer and welcomes a diverse pool of candidates in this search. TU hires staff without regard to race, color, religion, national origin, age, gender, sexual orientation, marital status or disability.