



JOE LOMBARDO
Governor

STATE OF NEVADA

DEPARTMENT OF WILDLIFE

6980 Sierra Center Parkway, Suite 120

Reno, Nevada 89511

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ALAN JENNE
Director

JORDAN GOSHERT
Deputy Director

CALEB MCADOO
Deputy Director

MIKE SCOTT
Deputy Director

Division Administrator, Conservation Education

Full-Time Unclassified Position

Posted: July 21, 2025

Annual Salary: Up to \$124,068

Salary is based on Employer/Employee Paid Retirement. Employer-Paid Retirement is available with a reduced annual salary.

Recruitment Open To: Open to all qualified persons

Position Location: Reno, Nevada (with travel)

Recruitment Close Date: Until Position Has Been Filled

Benefits: Paid medical, dental, and vision care; life and disability insurance; 12 paid holidays; 3 weeks each of annual and sick leave; State retirement system; and an optional tax deferred compensation plan. State employees do not contribute to Social Security but must contribute to Medicare.

The Division Administrator of Conservation Education directs a staff of 25 which includes Staff Conservation Educators, Public Information Officers, Conservation Educators, Administrative Assistants, and contract employees. The position plans, organizes and directs the statewide Conservation Education and Public Affairs programs along with directing the production and dissemination of information regarding wildlife and hunter safety to the public through radio, television, newsprint and electronic media. The position uses human dimensions data to effectively distribute findings through the use of social media. The position develops the Division's biennial budgets along with develop and evaluate program goals and objects. This position will have the authority under the Department's Deputy Directors and Director to carry out the Division's mission and will plan, organize, direct and control Division resources to achieve overall Department goals.

Key responsibilities include:

- Oversight and direction of the Department's web, online, digital and social media presence
- Managing response to inquiries from elected officials, the media, and the public
- Supervising video production for news releases and public service announcements
- Oversight of press releases, articles, bulletins, and official correspondence on behalf of the Department
- Preparing audiovisual materials for the Nevada Board of Wildlife Commissioners and State Legislature and assistance with virtual meetings
- Administering the state's statutorily mandated basic hunter safety/hunter education programs and the associated instructor volunteer program
- Overseeing additional education initiatives including advanced hunter education, bow hunter education, National Archery in the Schools Program, aquatic education, angler education, and general wildlife education programs
- Managing wildlife interpretive projects across the state
- Coordinating the statewide volunteer program in support of wildlife and habitat conservation and associated non-federal match
- Developing and implementing plans for the recruitment, retention and reactivation (R3) of hunters, anglers and other outdoor users
- Leading outreach efforts aimed at non-consumptive users of Nevada's wildlife resources through innovative education and engagement strategies

Qualifications:

- Bachelor's degree from an accredited college or university in education, journalism, wildlife management, biology or closely related field and five years of progressively responsible professional experience in presenting and evaluating wildlife educational programs, writing news stories, preparing and presenting radio and television broadcasts, developing pamphlets, booklets or flyers and two years of supervisory experience; OR,

- An equivalent combination of related education and experience associated with Conservation Education; Advanced degree from an accredited college or university is preferred.

Submit Resume, Transcripts, and Letter of Interest to:

Kristin Bowling, Human Resource Officer at
Department of Wildlife - Human Resources
6980 Sierra Center Parkway, Suite 120
Reno, NV 89511
Telephone: 775-688-1522
E-Mail: klbowling@ndow.org