

## **JOB DESCRIPTION**

POSITION: Assistant Wildlife Biologist  
REPORTS TO: Wildlife Conservation Manager  
CLASSIFICATION: Non-exempt | Full-time  
LOCATION: Middle Ranch | On-site  
UPDATED: 11/29/2024

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## **POSITION SUMMARY**

The Assistant Wildlife Biologist conducts monitoring and management of rare and endemic wildlife species on Santa Catalina Island. A strong interest in and experience with wildlife ecology as it applies to conservation and land management is expected. This position conducts fieldwork, records and manages data, and writes reports on progress and results. The Assistant Wildlife Biologist will also support development of projects, funding proposals, and partnerships with outside collaborators and within the Conservation department.

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## **LOCATION**

On-site role based on Santa Catalina Island with some duties performed in our Middle Ranch office.

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## **KEY RESPONSIBILITIES**

- Assist with annual monitoring of the Santa Catalina Island Fox. This may include deploying and checking traps and performing health check; drawing blood and administering vaccines.
- Locating radio or GPS collared animals using vehicle, aerial and walk-in telemetry techniques.
- Assist in the laboratory duties including processing (via centrifugation) and cataloging of blood and fecal samples.
- Drive a zodiac vessel and conduct spotlight seabird surveys.
- Conduct a non-invasive monitoring such as set-up of remote camera traps and acoustic recorders.
- Sort through and identify species in remote camera images.
- Identify herpetofauna species and record occurrences.
- Perform assigned administrative tasks (e.g. scheduling, correspondence, filing, purchasing, billing) and logistical tasks (e.g. vehicle and equipment maintenance).
- Digitize and organize Conservation-related files, including entering and managing data in project databases (Excel and Access) and generating summaries.

- Enter and/or manage data and generate summaries or reports including trapping and telemetry data into project databases.
- Conduct literature reviews which may include gathering data and reports.
- Assist with the production of grant and funding proposals.
- Perform duties in a safe and efficient manner to maintain a safe work environment. Responds to hazardous situations/potentially unsafe conditions by taking corrective action and notifying supervisor.
- Other duties as assigned by the Director of Conservation and Wildlife Conservation Manager.

## **PHYSICAL REQUIREMENTS**

- Must be able to occasionally lift and/or move up to 50 pounds
  - Must be able to hike over rugged terrain and through dense shrub, including steep and unstable rocky substrate and cactus
  - Specific vision abilities required for this role, including close vision, distance vision, color vision and depth perception
  - Ability to work in various weather dependent field conditions, including hot, cold, dusty, or muddy conditions
  - Comfortable with encountering wild animals, including bison and rattlesnakes.
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## **QUALIFICATIONS**

### **Skills & Abilities**

- Experience trapping and handling wild animals.
- Ability to work effectively on interdisciplinary team balancing conservation, education, and recreation goals.
- Excellent written and oral communication skills.
- Ability to work independently and as part of a team.
- Proven ability to analyze and prepare technical reports or papers on wildlife monitoring data including using Microsoft Access, Excel and statistical software such as Program R and ArcGIS.

### **Education & Experience**

- Bachelor's degree in Wildlife Biology, Ecology, Biology, or other equivalent discipline from an accredited institution.
- Two years of field work experience which includes some or all of the following:
  - Wildlife trapping and handling
  - Using radio telemetry

- Remote camera deployment and analysis
  - Using GIS to plot location data
  - Operating 4WD vehicles
  - Managing large amounts of data using Microsoft Excel and Access
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## **COMPENSATION & BENEFITS**

ESTIMATED STARTING SALARY RANGE:

\$27 to \$32 per hour, based on skills and experience.

We're proud to support the health and wellbeing of the people we employ. We offer a competitive, comprehensive benefits package that includes healthcare coverage, flexible spending accounts, 403(b) plan with a 3% employer contribution and a 5% match — fully vested after 2 years, accrued paid time off, life insurance, disability coverage, an employee assistance program, professional development, and other benefits that support work-life balance.

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## **EQUAL OPPORTUNITY COMMITMENT**

Catalina Island Conservancy is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, ancestry, disability status, genetics, marital status, medical condition, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

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## **HOW TO APPLY**

Please send your resume and cover letter directly to [jobs@catalinaconservancy.org](mailto:jobs@catalinaconservancy.org), listing the job title in the subject line.

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## **OUR STORY**

**The mission of the Catalina Island Conservancy is to be an exemplary steward of Island resources through a balance of conservation, education, and recreation.**

The Conservancy's vision is for a beautifully functioning Island ecosystem for all to enjoy.

Just off the densely populated Southern California coast, Catalina Island is home to approximately 4,000 year-round residents and more than 60 endemic species of plants and animals found nowhere else on Earth.

The Catalina Island Conservancy protects 88 percent of Catalina Island's approximately 48,000 acres, including the region's longest publicly accessible undeveloped coastline.

The Conservancy is a research and conservation leader, protecting and restoring vulnerable habitats and species in its Mediterranean climate. Conservancy staff guides Island ecosystem recovery with the goal of generating a resilient, self-sustaining ecosystem with no endangered forms of life.

The Conservancy offers recreational experiences and educational programs for not only the 300,000 annual visitors who choose to visit the unique and special Conservancy “Wildlands Ecosystems” but also inspires the nearly 1.2 million visitors to other parts of the Island.

Recreation, educational engagement, service opportunities, and partnerships connect the Island’s unique resources to people’s lives, inspiring environmental stewardship and action.

The Catalina Island Conservancy is a 501(c)(3) non-profit public charity established in 1972 to protect and restore Catalina Island for future generations to experience and enjoy.