

Hunting for a job takes time and diligence. The first step is creating a resume/CV and cover letter that accurately lists your experience, skills, qualifications, and interests. Be sure to start building yours well in advance of when you actually need a job.

Federal Jobs

- USAJobs
 - The ONLY WAY TO APPLY TO FEDERAL JOBS (including National Park Service, Bureau of Land Management, US Forest Service, and US Fish & Wildlife Service)
 - Search your job terms (like "firefighting," "biological tech," or "forestry tech") to find all currently open positions of those types.
 - All federal jobs also have a <u>numerical code</u> you can search to refine your results.
 - It is crucial to build a separate resume within the USAJobs resume builder. Unlike most resumes, you want to list absolutely ALL experience on this resume. The longer and more in-depth the better!
 - USAJobs can be difficult to navigate at the best of times, use these helpful resources:
 - How to build a USA Jobs Resume
 - What Should I Include in a USAJobs Resume
 - <u>Common Mistakes to Avoid</u>
 - <u>US Forest Service Employment Outreach Table</u> (job postings with open and close dates and hiring manager contact info)

State, Local, and Tribal Jobs (Albuquerque, New Mexico based - Southern Tiwa Territory)

- State of New Mexico Job Board
 - Search for jobs through the State of New Mexico by keyword, location, agency, and closing date. Jobs for State Parks will be posted here.
- Bernalillo County Jobs
 - You'll need to create an account before you can apply. Jobs for county open space posted here.
- City of Albuquerque Jobs
 - From this page you can navigate to a specific field such as film or fire fighting. Or you can click on the "City of Albuquerque Jobs" on the left to view all current postings.
 - You need to create an account before you apply. Jobs for city open space posted here.
- UNM Jobs
 - Many jobs through the University of New Mexico are open to any qualified person, even if you're not a student or alumni.
 - Can filter your search with the options on the left.
- Pueblo of Sandia Jobs
 - Search by location, type of position, shift, and minimum age.
- Pueblo of Isleta Jobs

- View a list of all current openings
- Pueblo of Zia Jobs
 - Job openings at the bottom of this page
- <u>Tamaya Pueblo Jobs</u>
 - View a list of all current openings
- Pueblo of Jemez Jobs
 - Search for a specific job or view a list of all current openings
- Pueblo of San Felipe Jobs
 - View a list of all current openings
- Kewa Pueblo Jobs
 - View a list of all current openings
- <u>Navajo Nation Jobs</u>
 - View a list of all current openings
- Excel Staff
 - A job board with current postings in Albuquerque and Santa Fe.

Conservation Corps (and related) Jobs

- Rocky Mountain Youth Corps
 - A conservation corps that employs young adults for seasonal conservation crews.
 - positions available for Deaf, Hard of Hearing, and hearing individuals
 - Runs 9 month crews March-November and summer crews June-August.
 - Offices and crews in Albuquerque and Taos.
 - Also runs substance misuse prevention crews and individual placement positions in partnership with federal organizations.
- <u>New Mexico Youth Conservation Corps</u>
 - Summer conservation opportunities for youth 14-25 years old.
- <u>Conservation Legacy</u>
 - A cohort of conservation corps around the country, including NM.
 - From this page, you can search for job opportunities by organization or for all open positions.
 - Each corps runs seasons of different lengths of time, so you should check back weekly or monthly. However, many corps will start hiring in the winter for their spring season so it's a good idea to check more frequently then. Also runs individual placement positions in partnership with federal organizations.
 - Permanent and seasonal <u>Staff Positions</u>.
- <u>The Corps Network</u>
 - Another cohort of conservation corps and other service programs all over the country.
 - Scroll further down the page to search through positions offered by program partner organizations.
 - Use this page to locate national and regional programs or to search for programs by state.
- <u>American Trails Job Board</u>
 - A variety of jobs advertised from conservation to trails to federal jobs all around the country.

Outdoor Jobs

- Backdoor Jobs
 - Advertises for different organizations and fields, including wilderness therapy, summer camps, sustainable farming, and conservation.
 - Ample opportunities for international travel.
- <u>Coolworks</u>
 - A website that's all about working in great places. You can search by season, national park, state, or job category. Everything from guiding, to camphosts, and jobs with animals.
- Outdoor Industry Jobs
 - A hub for all things outdoor industry related like hunting, fishing, watersports, snowsports, and bicycling.
 - Full time, part time, seasonal, and freelance positions posted. You can also post your resume on this website.
- Outdoor Ed
 - A list of current positions in the field of outdoor education. This page has information on gear recalls, relevant news, conferences, and other articles.
 - Scroll all the way down for job postings.
- Resort Jobs
 - Search for a variety of jobs at ski resorts, camps, national parks, cruise ships, restaurants, and hotels.
- NOLS Alumni Jobsnetwork
 - Opportunities specifically for alumni of a NOLS trip or course.
 - To access the Jobsnetwork, log into your NOLS account. On your account page, alumni will see a "Register for Jobsnetwork" link under "Graduate Benefits." You can then set up a Candidate account.
- <u>Cyber Sierra's Natural Resources Job Search</u>
 - A website that allows you to search for jobs by industry (on the left) or by time frame (on the right). If you search by industry it will provide organizations in that field and additional job boards to search from.
- Queer Outdoor & Environmental Job Board
 - Nationwide job board specifically for LGBTQIA+ individuals who want to work in the outdoor or environmental field.
 - Can also post your information in the "Job Seekers" tab to be found by a potential employer.
- Occupation Wild Job Board
 - Nationwide job board for the outdoor, adventure, and travel industry. They also have a podcast that interviews folks from the industry.
- In Solidarity Job Board
 - This job board is an extension of the <u>In Solidarity</u> website, an initiative led by Teresa Baker who is committed to building a better, stronger, more diverse outdoor and travel industry.
- Greening Youth Job Board
 - The Greening Youth Foundation's (GYF) mission is to engage under-represented youth and young adults, while connecting them to the outdoors and careers in conservation.

- <u>Camber Job Board</u>
 - Camber is a nonprofit organization founded in 1996 that equips Partner organizations across the \$887 Billion Outdoor Recreation Economy to implement best practices in Workplace Diversity, Equity, and Inclusion (Workplace DEI).
- Basecamp Outdoors
 - An online community connecting individuals in the outdoor, active lifestyle, and action sports industries.
 - Free sign-up is required to access the job board.
 - Also offers a website, a podcast, and a newsletter that focus on networking in the outdoor industry.
- Justice Outside Job Board
 - This job board connects you with exciting career opportunities in environmental justice and outdoor sectors.
 - Bonus: employers are *required* to list the salary of each job posting!

"Green" Jobs

- NM Green Jobs: an email based listserv that is managed by staff at Rocky Mountain Youth Corps and Valle de Oro National Wildlife Refuge.
 - Subscribe by emailing nmgreenjobs@gmail.com
 - Once subscribed, you will get emails relating to various "green" job postings and community events throughout the state of New Mexico.
- Zippa Green Jobs
 - Not actually a job board but a really cool resource for learning about "green" industries, careers, companies, and internships. Especially useful if you're not sure what direction you want to take your career.
- Latino Outdoors Opportunity Board
 - Search for jobs nationwide by keyword, location, or category. This job board clearly labels postings as full-time or part-time, which is super nice.
- Green Jobs Board
 - Born from the shared frustrations of job seekers in the climate space. Every job on our board is a testament to our commitment to transparency and inclusivity. Our partners, who share our vision, submit each job directly. We vet each job to ensure it aligns with our core values.

Nature, Science, Education Jobs (etc.)

- EENM Job Board
 - Hub for open positions related to environmental education in New Mexico.
- <u>Texas A&M Job Board</u>
 - Federal, non-profit, university, youth corps, and graduate degrees are posted here regularly.
 - Bookmark and check every day/every other day. More jobs are posted in the fall and winter, to hire for spring and summer seasons.
- Duke Ecophys Job Board
 - On the left, under "Positions Available" are links for each category of job advertised.
 - Not quite as active as Texas A&M board, but still very active during the winter and fall.

- <u>Conservation Job Board</u>
 - Current positions available in many fields such as biology, ecology, wildlife management, sustainability, botany, hydrology, etc.
- EE Jobs Board
 - Nationwide job board for environmental education jobs.
 - Can subscribe to this mailing list to get updates.

Organizations of Potential Interest

- <u>New Mexico Wilderness Alliance</u>
 - A local non-profit dedicated to the protection of New Mexico's Wilderness areas. Seasonally hires wilderness rangers.
- <u>National Wildlife Federation</u>
 - America's largest wildlife conservation and education organization.
 - (<u>Affiliates</u>)
 - The Nature Conservancy
 - A global environmental nonprofit that employs conservation efforts in all 50 states and 72 countries.
- <u>The Wilderness Society</u>
 - An organization committed to uniting people to protect wild places.
 - Scroll down the page for employment opportunities, internships, and scholarships.
- <u>The Xerces Society</u>
 - A national non profit (based in Portland, Oregon with staff in 16 states) that's committed to invertebrate conservation and protection.
- Peace Corps
 - Volunteers are sent to a host country to accomplish a service project.
 - The application process is lengthy so it's best to research this opportunity many months in advance of when you want to leave.
- <u>World Wide Opportunities on Organic Farms (WWOOF)</u>
 - This link takes you to the main page where you choose a country each country has a different membership fee to access the listing.
 - Unpaid work share positions on organic farms, gardens, and homesteads. Participants typically work part-time in exchange for room and board.
- Institute for Applied Ecology
 - An organization that works to conserve native species and habitats through restoration, education, and research. Based out of the Pacific Northwest & the Southwest (Santa Fe).
 - Also offers a Tribal Youth Conservation Internship in NM.
- FoodCorps
 - Individuals serve year-long terms in public service building healthy school food environments in limited-resource communities.

And last but not least, <u>Indeed</u>, <u>Monster</u>, <u>Glassdoor</u>, <u>Ziprecruiter</u>, and <u>LinkedIn</u> are commonly used websites for a wide variety of job postings. Can search by company, location, or keyword.

This information was compiled by Mickayla Hodgman (<u>mickayla@youthcorps.org</u>) with many resources provided by Brennan Davis and <u>Conservation Legacy</u>. - Current as of November, 2023.