

# SIA Job Announcement: Bilingual Conservation Coordinator

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Sky Island Alliance is a binational conservation organization that works to protect and restore the rich natural heritage of native species and habitats in the Sky Island region of the southwestern United States and northwestern Mexico. We work with volunteers, scientists, land owners, public officials, and government agencies to establish protected areas, restore healthy landscapes, and promote public appreciation of the region's unique biological diversity.

We are seeking a bi-lingual Conservation Coordinator to join our dynamic international staff to build capacity for Sky Island Alliance and to support a specific initiative – Coronado Outdoors. Coronado Outdoors is becoming a new vehicle for regional non-profit organizations to work more effectively with the Coronado National Forest and other land management agencies, particularly in the areas of public engagement, youth education, and volunteerism.

The Conservation Coordinator is a critical member of the Sky Island Alliance team who brings strong organization and facilitation skills, particularly in the realm of volunteer coordination and partner collaboration, as well as leadership for on-the-ground conservation projects in the field. The position is based in Tucson, and our office is located in historic Armory Park just south of downtown Tucson. The successful candidate will enjoy working collaboratively with diverse populations of scientists, land managers, ranchers/private landowners, and volunteers, including youth. Travel within the region, including some overnights and camping trips in the US and Mexico, will be an important requirement for this position. Our work is dynamic and often-changing, and so a spirit of flexibility is a must for this position.

We encourage you to learn more about our current work and awesome team on our website ([www.skyislandalliance.org](http://www.skyislandalliance.org)) and Facebook page <https://www.facebook.com/SkyIslandAlliance>, but ***please do not contact us directly with questions.***

## Responsibilities of the Position

### Coronado Outdoors Initiative Project Manager (50% of time)

#### Project Management

- Proactively plan, budget, oversee, and document all aspects of the project.
- Submit quarterly reports to the Coronado National Forest in the appropriate format.

#### Communications

- Maintain, moderate, and promote Coronado Outdoors website and social media pages, including posting to the events calendar.
- Distribute monthly email newsletters with relevant news and events focused on Coronado National Forest and volunteerism on public lands.

### **Community Outreach and Partner Organization Relationship Management**

- Expand volunteer network through continued direct outreach to Coronado National Forest personnel and partner organizations.
- Identify and participate in community outreach opportunities as appropriate.
- Partner with the University of Arizona Blue Chip Leadership Program to engage college students in a Case Study Competition during the spring semester that addresses increasing diversity in the volunteer population on the Coronado National Forest.

### **Partner Organization Support**

- Organize and facilitate 2nd Annual Partner Appreciation Day.
- Promote/coordinate educational opportunities for partner organizations and the public at large in response to ongoing assessment of training needs
- Develop “best practices” guide for partnering and volunteerism on Coronado National Forest lands.

### **Coronado National Forest Volunteer Support**

- Assess ongoing district-specific volunteer needs and facilitate recruitment of volunteers and partner organizations through Coronado Outdoors communication resources.
- Coordinate with local and regional stakeholders on assessment of Forest-wide strengths and needs as they relate to partnership and volunteerism.
  - Develop actionable recommendations for improvement of partnering practices.
  - Develop actionable recommendations for streamlining the volunteer tracking process for increased and more accurate tracking of partner organization stewardship contributions.
- Attend Forest Leadership Team and other occasional staff meetings to report on Coronado Outdoors accomplishments and recommendations.
- Provide direct assistance to the Coronado National Forest in retrieving complete and accurate volunteer data from partner organizations for annual reporting.

### **Field Coordination (50% of time)**

#### **Volunteer Field Management & Fieldwork**

- Plan and lead volunteers on several field weekends per year in coordination with other SIA staff. Specific duties include, but are not limited to:
  - Lead careful and efficient collection of natural resource and biological inventory and monitoring data
  - Recruit and retain volunteers through outreach and education activities, training, and courteous communication
  - Set up and run volunteer camp sites and ensure the orientation, safety, education/training, and enjoyment of volunteers
- Develop and post volunteer announcements and short field reports

#### **Office-based Program Assistance**

- Draft volunteer registration pages and announcements, post opportunities on various websites
- Manage volunteer and biological data
- Create project, work site, and educational maps with GPS and GIS
- Support senior staff with proposal and report writing tasks
- Plan program activities including inventory, monitoring and restoration work; wildlife monitoring

- and biodiversity assessments
- Prepare for and attend internal staff meetings, conferences, and trainings
- Professionally represent SIA to agencies, landowners, universities, volunteers, and the general public
- Communicate about SIA's work at professional meetings and conferences (including oral and poster presentations) as well as at organizational events
- Conduct outreach at SIA and other conservation events in the region to recruit new volunteers and supporters
- Assist with social media applications

## Qualifications

### Minimum Requirements and Necessary Attributes

- Bachelor's degree in a natural resources-related field, or commensurate experience
- Highly organized problem solver and both self-motivated as well as a team player
- Proficiency in data management applications (Access, Excel, etc.)
- Strong interpersonal communication skills
- Experience marketing an initiative and/or grassroots organizing to build involvement and engage new constituents
- Ability to anticipate and articulate emergent issues
- Ability to plan weeks to months ahead, anticipate necessary tasks and potential challenges, and develop strategies to solve them
- Demonstrate cultural awareness in working with a diverse staff, public and borderland.
- Ability to multitask while attending to a variety of project responsibilities and deadlines.
- Ability to demonstrate leadership with volunteer groups and throughout other assigned activities in support of the mission.
- Ability to demonstrate a high level of social comfort in all interactions with the public, including public speaking.

### Strongly Preferred

- Fluency in English and Spanish (verbal and written)
- Experience working in volunteer management
- Master's degree in a natural resources-related field, or commensurate experience

## General

This full-time position is based in Tucson, Arizona. Work on evenings and weekends is often required. Salary: \$32,000. Medical, dental and optical insurance coverage; vacation, holiday and medical leave benefits provided. SIA also provides professional development opportunities.

## Application

Send resume, contact information for three professional references, and a cover letter (please combine into a single PDF file) via email to: [careers@skyislandalliance.org](mailto:careers@skyislandalliance.org). Please, no phone calls. Mark the subject line of the email: Conservation Coordinator Search. Applications will be accepted until 5pm on January 26, 2018, with interviews scheduled for the following week and a desired start date of February 26, 2018.