

## JOB POSTING ANNOUNCEMENT



<b>Title:</b>	Habitat Coordinator
<b>Position Class:</b>	Leadership member of Stewardship Team
<b>FLSA Status:</b>	Full Time/Exempt/Salary
<b>Salary:</b>	\$55,000 – 60,000, commensurate with experience
<b>Benefits:</b>	Comprehensive benefits package (paid time off, 403b retirement plan, health, dental and vision insurance)
<b>Office Location:</b>	Fort Collins, CO
<b>Reports to:</b>	Stewardship Director
<b>Direct Reports:</b>	4-5 Private Lands Wildlife Biologists (remote staff)
<b>Start Date:</b>	November 2021

**About the Organization:** Bird Conservancy of the Rockies (Bird Conservancy) is a 501-c(3) non-profit headquartered at the Environmental Learning Center at Barr Lake State Park with a satellite office in Fort Collins and fieldwork outposts in the Great Plains Region and Intermountain West. We conserve birds and their habitats through an integrated approach of Science, Education, and Stewardship. Our work radiates from the Rockies to the Great Plains, Mexico and beyond.

**COVID-19 Policy:** Bird Conservancy is committed to protecting and enhancing the welfare of its employees during the COVID-19 pandemic. As a condition of employment, all newly hired employees must provide to Bird Conservancy's human resources representative either proof of full vaccination at employment start date or agree in written form to weekly testing until further notice. Any proof of vaccination or weekly test results submitted to Bird Conservancy will remain confidential.

**Position Overview:** Bird Conservancy is hiring a coordinator to help manage and build capacity for our Stewardship team. The Stewardship team works collaboratively with partners to implement on-the-ground conservation on private lands. We accomplish this through the work of our 14 Private Lands Wildlife Biologists (PLWBs) based in Natural Resources Conservation Service (NRCS) offices. The coordinator will remotely co-supervise 4-5 PLWBs stationed in the eastern plains of Colorado and New Mexico, who focus on restoring and managing habitat to benefit grassland birds and other species of concern. The coordinator will provide mentoring and coaching to PLWBs, build relationships with partners, help secure long-term funding for the program, provide expertise on grassland bird habitat needs and management actions, and serve as a member of the Stewardship leadership team. The position will be based in Bird Conservancy's Fort Collins office; however, we may accommodate remote work during the pandemic.

### Essential Job Duties and Responsibilities:

- Co-supervise 4-5 PLWBs in partnership with NRCS, and ensure habitat delivery meets Stewardship priorities and grant deliverables.
- Build relationships with funders and other partners. Provide expertise to external partners on committees and working groups.
- Collaborate on internal cross-team initiatives and contribute conservation delivery perspective to applied internal or external research (i.e., study design, translation of results).
- Provide programmatic and administrative support to the Stewardship team (securing funding, grant/report writing, budgets/financial reporting and strategic planning).

### Other Duties:

- Other duties as assigned

**Knowledge, Skills and Experience required (unless otherwise noted):**

- A Master's degree in Rangeland Ecology, Wildlife Biology, Conservation Biology, Ecology, or other relevant field, or equivalent work experience or a combination thereof
- A minimum of one (1) years' experience in public-private collaborative conservation initiatives
- Demonstrated ability to manage a diverse staff of field biologists (at least 2 years' experience supervising seasonal staff or 1 year supervising full-time staff)
- Proven ability to secure external funding from diverse public-private funding sources
- A working knowledge of US Farm Bill programs and State Wildlife Action Plans
- Knowledge of Colorado and New Mexico eastern plains grassland flora and fauna
- Solutions-oriented thinker ready to navigate the challenges and opportunities of implementing conservation with partners in rural agricultural communities
- Proficiency in use of computer software including Microsoft Office, ArcGIS, R, and general database knowledge
- The ability to identify and execute opportunities to increase program efficiencies
- Must be self-motivated, able to work both independently and as part of a team, and able to prioritize short and long-term tasks
- Strong written, verbal, and interpersonal skills
- Requires valid state driver's license and willingness to travel locally and regionally
- Flexibility to work occasional evenings, weekends, overnights

**Physical Demands / Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work in a standard office setting, with considerable sitting, standing and viewing of computer screens
- Mid-level stress
- Requires reaching continually throughout the workday (mouse, keyboard, telephone)
- May include lifting up to thirty (30) pounds of project gear on an infrequent basis- proper lifting techniques required
- Able to stand, walk, and hike for extended periods of time outdoors in all weather

**Material and Equipment Directly Used:**

- Standard office equipment (e.g. laptop, printers); PC with MS Office software applications
- Various habitat restoration and enhancement materials (e.g. stock tank ladders, fence markers)
- Navigate to field sites and record data using GPS, smartphones, tablets, or other technology

**Equal Opportunity Employer:**

Bird Conservancy of the Rockies is an equal opportunity employer committed to creating a diverse work environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**To Apply:**

Please submit your cover letter, resume and contacts for three references in ONE document to [applicants@birdconservancy.org](mailto:applicants@birdconservancy.org) with "Habitat Coordinator" in the subject line by October 22, 2021. Please note in your application materials how you became aware of this job posting.

**NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. The employee will be required to follow any other instructions and to perform any other duties requested by their supervisor. Nothing in this job description shall create or is intended to create, or shall be construed to constitute a contract of employment, express or implied. Employees are held accountable for all duties of this job.**