



Conservation Strategy Coordinator

TOGETHER Bay Area is seeking a Conservation Strategy Coordinator who is hungry to learn and contribute to regional coordination of biodiversity conservation. The Coordinator will coordinate the implementation of a multi-year conservation science project, similar in scope to the [Conservation Lands Network 2.0](#). The Coordinator will play a key role in convening many meetings of stakeholders, compiling and sharing information, providing administrative support, and crafting and distributing communications. They are very organized and detail oriented with strong project management skills. They take initiative, are resourceful, and approach their work with a can-do attitude.

This is an opportunity to:

- Contribute to a multi-year regional project that aims to address some of the challenges we face in the climate and biodiversity crises
- Build relationships with conservation practitioners with many backgrounds and fields of expertise
- Embody the values of trust, equity, belonging, joy, learning, and hope
- Learn about conservation strategy, coalition building, community building, environmental justice, land stewardship, and more.
- Work closely with a team of collegial professionals who are passionate about the work they do and having fun while doing it.

The Coordinator will report to the Director of Conservation Strategy; participate on the TOGETHER Bay Area core team; and collaborate with professionals, academics, and practitioners around the region. This is a part-time position of 30 hours per week that is primarily focused on the Conservation Lands Network project.

ORGANIZATION BACKGROUND

TOGETHER Bay Area is a regional coalition of nonprofits, local Native American Tribes and organizations, public agencies, and businesses working for climate resilient lands – including lands that are natural, working, rural, and urban – and social equity. Learn more [here](#).

The Conservation Lands Network (CLN) is a regional strategy that sets goals, tracks progress, provides tools, and catalyzes on-the-ground land conservation in the San Francisco Bay Area. The CLN articulates two types of science-based and community-driven goals: a set of five overarching regional conservation goals and a much larger set of habitat-specific goals. Launched in 2006 by the Bay Area Open Space Council, the CLN project is currently facilitated by TOGETHER Bay Area and driven by the large and diverse CLN community of practitioners,



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scientists, researchers, consultants, and experts. Members of the CLN community contribute to the project by serving on the Steering Committee, sharing expertise in taxonomic focus teams, providing thought leadership on topical focus teams, providing peer reviews of the CLN's use of science, and providing feedback on its tools. In addition to the active CLN community, there are hundreds of CLN users who download reports from the CLN *Explorer*, access the GIS database, integrate the CLN into their planning processes, incorporate the CLN into their articles and papers, and reference the CLN in grant applications. Learn more [here](#).

OUTCOMES AND RESPONSIBILITIES

Outcomes

The Coordinator is successful when these outcomes are achieved:

- The CLN 3.0 project is on time and on budget while building trust and relationships with all partners and participants.
- The CLN 3.0 project's tools and other deliverables meet the project's goals, are grounded in TOGETHER's values and principles, and reflect input from the CLN community and users.
- Members trust the TOGETHER team to carry out the mission of the organization and serve the full membership.*
- The TOGETHER team of staff and contractors is [positive and productive](#).*

*shared outcomes with all team members

Responsibilities

Project Administration

- Administer multiple grants that support the project. This includes processing invoices, tracking expenses, writing grant reports, and submitting reimbursement requests to funders.
- Keep detailed records of meeting notes, decisions, and next steps. Manage the project's files for effective project management and for future reference.
- Anticipate challenges and conflicts and develop plans to mitigate and address them.
- Respond to requests for information about the project.

Project Coordination

- Create agendas, coordinate logistics, send calendar invitations, take notes, and send follow up materials for many meetings with experts, stakeholders, and project partners to learn from each other, collect input, set goals, and foster community.



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- Build relationships with vendors, contractors, and partners to facilitate the creation of project deliverables.
- Create and distribute communications between team members, project participants, and external stakeholders to ensure alignment on project goals and progress. This includes regular communications amongst project participants. It also includes coordinating with TOGETHER Bay Area staff on communications to members and the broader community.
- Listen closely to both the content of the meetings as well as the group dynamics in order to proactively respond to ideas and issues as they emerge.

Project Planning & Tracking

- Create and track detailed project plans that outline key milestones, deliverables, and timelines for the completion of the project. This includes the overall project plan as well as several plans for components of the project, including 5-6 focus teams.
- Using a project management software, track key milestones and report the project's progress towards them.

Other

- Coordinate with TOGETHER staff and contractors about how to integrate CLN 3.0 into the Together Conference, advocacy for regional funding, capacity building for Tribal alliances, and other related programs and projects.
- Provide support to teammates as needed.

QUALIFICATIONS

Experience

- At least 3–5 years of work experience, ideally in a nonprofit.
- Experience in project management, event planning, communications, customer service, and/or related functions.
- Knowledge of systems (environmental, human, organizational, etc.) and planning processes is a bonus.

Competencies

- Efficient, proactive, resourceful, detail-oriented and well-organized.
- Ability to manage multiple tasks and priorities concurrently.
- Willingness to learn, experiment, and get out of their comfort zone.
- Calm under tight deadlines; adapts quickly to plans that might change.



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- A team player who wants to contribute to a positive and productive team.
- Excellent written and verbal communication skills, with the ability to convey complex information in a clear and compelling manner.
- Knowledge of Google Suite, Zoom, Dropbox, and project management software like Asana.

ADDITIONAL INFORMATION

TOGETHER Bay Area is an Equal Opportunity Employer.

TOGETHER Bay Area is guided by our [Strategic Direction](#) and [Framework for Justice, Equity, and Belonging](#). Recruiting and retaining a diverse team of staff and contractors is a high priority at TOGETHER Bay Area. TOGETHER Bay Area does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, genetic information, disability unrelated to job or admission requirements, or veteran status.

Location

The TOGETHER Bay Area team works remotely within Northern California. We do not have an office, but we have a budget for co-working space rental for staff members if desired. Ideally, the Coordinator is located in the North Bay counties of Marin or Sonoma somewhere along the SMART train corridor. We maintain a mailbox in Berkeley.

Disclaimer

The above job description is not intended to be an all-inclusive list of duties and responsibilities of the position. The Coordinator may be assigned additional duties in support of the team.

COMPENSATION AND BENEFITS

The annual salary range for this position is \$70,000-75,000 depending on experience. This is a part-time, salaried position. We offer a flexible and family-friendly work environment including 14 paid holidays, no-meetings Fridays, and paid holiday closure of the office for one week in July and two weeks in December. We are fostering a productive and positive team culture. Generous vacation benefits after a 90-day introductory period. Financial support provided for individual professional development activities. Monthly stipend is provided for Internet and cell phone expenses. Health and dental benefits are offered. Successful candidates also have the opportunity to join an employer-sponsored retirement plan.



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TO APPLY

Submit your application including a cover letter and resume via email to HR@togetherbayarea.org. In your cover letter please describe what you want to contribute to and learn from this position at this organization. Include "Coordinator application - *Your Name*" in the subject line. The priority deadline for applications is December 10, 2024. The position is open until filled.