

POSITION DESCRIPTION



POSITION TITLE Conservation Coordinator
JOB FAMILY Conservation
JOB NUMBER 570002
SALARY GRADE 4
STATUS Hourly
SUPERVISOR Deputy State Director
LOCATION Bethesda, MD
DATE November 2016

ABOUT US The Nature Conservancy is the leading conservation organization working to make a positive impact around the world in more than 60 countries, all 50 United States, and your backyard. Founded in 1951, the mission of The Nature Conservancy is to conserve the lands and waters on which all life depends. One of our core values is our commitment to diversity therefore we are committed to a globally diverse and culturally competent workforce. Visit www.nature.org to learn more.

SUMMARY The Conservation Coordinator will be an integral part of the Maryland/DC chapter team, providing administrative, research, project management and other general assistance to the Deputy State Director. S/he will also lead special projects in support of our conservation priorities.

ESSENTIAL FUNCTIONS The Conservation Coordinator is responsible for performing multiple administrative functions related to supporting the conservation priorities of the MD/DC chapter. In addition, the Coordinator may perform Information Systems, Human Resources, and Finance administrative tasks, including processing forms, preparing reports, and monitoring budgets and contracts. S/he will lead in the planning and execution of logistics for field trips to support the team's conservation objectives. The Coordinator may handle inquiries about the Chapter's conservation activities and assist in the development of program materials and correspondence. S/he will work cooperatively with Conservancy staff, providing information necessary to make decisions and solve problems. The Coordinator may communicate on behalf of the supervisor with internal and external sources, including staff and partners, in order to coordinate arrangements, convey information, and ensure successful execution of programs. The Coordinator will manage special projects for the Deputy State Director.

- RESPONSIBILITIES & SCOPE**
- Coordinates multiple tasks or projects in a timely manner and with attention to detail.
 - Demonstrate sensitivity in handling confidential information.
 - Supervises no staff but may oversee and direct work of office volunteers or interns.
 - May assist with program budget preparation and monitoring.
 - Makes day to day decision as delegated by the supervisor.
 - Effectively communicate with internal and external stakeholders

- MINIMUM QUALIFICATIONS**
- Bachelor's degree in biology, ecology, natural resources management or related field and 2 years related work experience or equivalent combination of education and experience.
 - Experience with Microsoft Office suite.
 - Experience coordinating multiple projects.
 - Experience handling standard business communications.
 - Must have valid driver's license and safe driving record (per TNC's Auto Safety Program).

- PREFERRED KNOWLEDGE, SKILLS & EXPERIENCE**
- Multi-cultural and/or multi-language skills appreciated.
 - Ability to complete tasks independently within assigned time frames.
 - Ability to manage multiple priorities, with assignments sometimes coming from a number of sources and work independently.
 - Ability to coordinate project information from a number of sources to populate databases, create reports and produce manual files.
 - Experience utilizing databases for data entry and report production preferred.
 - Strong administrative skills including attention to detail and numerical ability.
 - Ability to plan, administer and record results of work-team meetings and activities.

ORGANIZATIONAL COMPETENCIES	Communications	Effectively expresses messages verbally and in writing. Actively listens to others. Fosters open exchange of issues. Is timely with information.
	Flexibility & Innovation	Flexible to changing circumstances. Takes innovative approaches towards work. Takes calculated risks and makes dependable decisions in the fact of uncertainty.
	Interpersonal Savvy	Maintains positive working relationships. Contributes to productive partnerships inside and outside the organization. Understands team member roles and values the contributions of others. Effectively deals with conflict.

The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of men and women of diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.

Open to Learning	Versatile learner and committed to self-improvement. Employs strengths effectively. Willingly shares knowledge with others. Seeks coaching on areas needing improvement. Adjusts behavior/performance as needed. Views mistakes as learning opportunities.
Organizational Awareness	Understands the basics of our business. Knows how local job relates to the big picture & contributes to the overall strategy. Knows how/why things work inside TNC. Easily moves through internal networks and channels for success.
Produces Results	Takes Initiative. Focuses on priorities. Strives for excellence. Is dependable and accountable for results. Persistent in the face of obstacles and meets deadlines.

This description is not designed to be a complete list of all duties and responsibilities required for this job.

TO APPLY: this section needs to be updated

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