

Now Hiring For:

PROGRAM & OUTREACH ASSOCIATE

Location: Tucson, Arizona

Supervisor: Executive Director

Full-time, exempt; \$31,000 + benefits

Preferred start date: August 5, 2013



300 E University Blvd #120, Tucson, AZ 85705

About the Coalition for Sonoran Desert Protection

The Coalition for Sonoran Desert Protection formed in February of 1998, with the main goal of bringing sound science and planning into the equation as Pima County adopted and began implementation of the groundbreaking Sonoran Desert Conservation Plan. Since then, the Coalition has become the regional leader in virtually every conservation issue in Pima County.

Leveraging the experience and expertise of its dozens of member groups and hundreds of direct supporters, the Coalition's close-knit staff of three works on a grassroots level to bring about long-lasting positive change for Sonoran Desert conservation. An advisory committee helps guide program work and organizational decision-making. The Coalition is fiscally sponsored by Sky Island Alliance, a 501(c)3 non-profit conservation organization, also based in Tucson, Arizona.

Position Description

The Coalition for Sonoran Desert Protection seeks a Program & Outreach Associate for its office located in Tucson, Arizona. The Program & Outreach Associate works collaboratively with Coalition staff, advisory committee members, member groups, and supporters to advance the mission and goals of the organization. The Program & Outreach Associate engages the Coalition community with effective communications, coordinates volunteer projects, handles office administrative tasks, is responsible for maintaining supporter records, and plans, executes and participates in community events and meetings. The position requires proficiency using various computer programs, web applications, and demands excellent organizational skills. This position requires occasional evening and weekend work responsibilities. There will be opportunities for professional growth and gaining additional work responsibility within the organization.

Essential Duties and Responsibilities

Program

- Monitor local government agendas and news media sources for items relevant to the work of the Coalition.
- Prepare meeting materials and documentation for Executive Director.
- As needed, attend meetings on behalf of the Coalition; professionally and accurately represent Coalition positions; report back to Executive Director.

Outreach and Communications

- Coordinate biannual print newsletter production and distribution; generate written and visual content for newsletter.
- Update and maintain social media channels.
- Maintain web domain registration and hosting accounts. Maintain and update web content management system. Regularly update webpage content.
- Design, draft, and send regular email updates to various constituent lists using email marketing software.
- Attend public outreach and community events, speaking with the public about the work of the Coalition and generating new supporters.

- Maintain up-to-date member group contact information and manage member group listserv.

Volunteer Coordination

- Coordinate the Coalition's wildlife camera monitoring project; communicate regularly with volunteers; service, procure, and replace equipment; conduct trainings.
- Coordinate the Coalition's highway cleanup program.
- Delegate organizational and other tasks to in-office volunteers.

Other duties include but not limited to: administrative functions relating to general office and technology support, financial document management, planning and executing events, assistance with annual budget.

Qualifications

Essential

- A bachelor's degree in public policy, environmental studies, conservation biology, planning, sustainable development, or related fields.
- 2+ years of progressively responsible work or internship experience.
- Strong written and verbal communications skills.
- Proficient computer competency; working skill set in computer operating systems, word processing, spreadsheet, database, presentation, and email software; ability and willingness to troubleshoot and learn additional computers skills as needed.
- Initiative, resourcefulness; able to manage multiple tasks and meet deadlines.
- Flexibility, adaptability, and a willingness to adjust and prioritize tasks as needed.
- Excellent interpersonal skills.
- Excellent organizational skills.
- Demonstrated commitment to environmental protection and natural resources conservation.

Preferred

- Basic Geographic Information Systems experience; basic graphic design skills.
- Experience with web content management systems and email marketing tools.
- Knowledge of land-use planning issues, terminology, processes, and policy.
- Event planning skills.
- Volunteer project management skills.
- Research and policy analysis skills.

How To Apply

Please submit a letter of interest, resume, a summary document (in which you state your experience and skills against the **Essential Duties and Responsibilities** and **Qualifications – Essential and Preferred** sections listed above) and a short writing sample via e-mail to: employment@sonorandesert.org. Please reference **Program & Outreach Associate** in email subject line. Incomplete applications will not be considered. Review of applications will begin on May 28, 2013.