

TITLE: CONSERVATION AND SCIENCE COORDINATOR

Summary Description: *The Conservation and Science Coordinator reports to the Altar Valley Conservation Alliance's Executive Director. The Coordinator is responsible for facilitating the work of the Altar Valley Conservation Alliance by: working closely with landowners, partners and the general public to plan, implement, and evaluate conservation programs throughout the Altar Valley; develop and coordinate other projects, activities and resources to further both the Alliance's mission and vision; serve as principal staff to the Science Advisory Board; and manage Alliance contractors and project teams, along with associated cost and partner match documentation. The AVCA Board of Directors, Science Advisory Board, and a broad range of working partnerships are critical to the success of the Altar Valley Conservation Alliance. The Conservation and Science Coordinator will apply state-of-the-art science and management practices, track and encourage efficiency and adaptive learning in project management, and encourage good communication and collaborative problem solving among AVCA leadership and program partners. The Conservation and Science Coordinator's work will be guided by the AVCA budget, strategic plan, and project-specific work plans.*

Major Duties:

1. Lead efforts to identify, plan, fund, permit, implement and monitor conservation projects with willing landowners and partners. More specifically,
 - a. Lead and serve on teams engaged in the assessment, analysis, planning and permitting of effective conservation initiatives.
 - b. Provide oversight for implementation, monitoring, and evaluation of program initiatives.
 - c. Seek funding sources for projects and work with partners to prepare funding requests, grant proposals and and the like.
 - d. Work with landowner(s) and partners to choose, acquire and supervise contractors and other resources.
 - e. Collect records and support documents to detail costs and match related to projects and work with AVCA Program Administrator to track project data.
2. Serve as a key contact for the Alliance with landowners, partners, and volunteer groups by convening and participating in project management and coordination meetings and representing AVCA at meetings or conferences with local, regional or national audiences. Those meetings include, but are not limited to: a biweekly conference call among the Alliance and partners, project field trips and work sessions, fire coordination meetings, Habitat Partnership meetings, the Coordinated Resource Management Planning annual meeting, regular meetings of the Board of Directors and the Science Advisory Board, and conferences.
3. Provide support to the Science Advisory Board; maintain a solid understanding of current trends and practices in land management conservation practice and conservation science.

Deliverables:

1. Maintain a running "To Do" list for the Alliance.
2. Establish and maintain a database of projects. This will include project concepts, ongoing and completed projects.
3. Maintain project files that include a project initiation form requesting Alliance assistance as well as meeting agendas, technical reports and plans, monitoring data, records of meeting notes and conversations with partners.
4. Provide appropriate documentation, including reports, regular updates, photos, and other materials to the Community Outreach and Education Coordinator for routine reporting, social media, website, and other outreach.
5. Produce appropriate Science Advisory Board products, including but not limited to the priority research project list and research protocol, and meeting materials (agendas, notes and other materials).
6. Maintain Alliance tool inventory as well as tools themselves.
7. Collect match (time and other resources) documentation from partners and during work and provide to Program Administrator for project accounting purposes;
8. Daily tracking of time, expenses, and resources and periodic reporting of work progress in a manner agreed upon with Executive Director.
9. Board Meeting reports, including previous quarter's accomplishments and priorities for upcoming quarter, and assist with development of tools such as annual strategic plan and budget updates.

Qualifications, Skills and Abilities:

- 1) Masters or PhD level academic degree and/or commensurate work experience of a minimum of two years in a field related to natural resource management and/or agriculture.
- 2) Strong knowledge and background in natural resource / range management and/or watershed science, monitoring, and management and conservation of working landscapes.
- 3) Advanced oral and written communication skills.
- 4) Ability to work well independently, with minimal supervision, organize time and other resources, complete assigned work within deadlines, and to lead and serve on teams in a collaborative work environment.
- 5) Proficient in word processing, spread sheets, and the internet usage and knowledge of Geographic Information System (GIS) technology.
- 6) Ability to take lead role in developing conservation project plans and assist in the development of non-profit operational tools (such as strategic plan and budgets).

Terms and Conditions of Contract: The Conservation and Science Coordinator will be an employee under contract to the Altar Valley Conservation Alliance. The employee will work out of a location of their choice, and provide computer, internet and phone service. The time period for this contract is TBD.¹ Compensation for this contract period will be annual salary of \$52,000² (which includes 2 weeks paid vacation), accompanied by a \$5000 mileage³ and \$1000 miscellaneous expense budget⁴. A daily timesheet will be maintained that allocates time and resources to project categories; and payment will be issued once per month. This contract will be renegotiated between the Employee and the Altar Valley Conservation Alliance no less than 30 days prior to the end date of contract. The position is funded by grants and Alliance operating funds and is subject to the availability of funds. Existing funding sources are in place to fund the position for 1 – 2 years, with the expectation that the position will take lead role in fundraising to support the position in subsequent years.⁵ Future rates will be determined by grants and other funding sources. The position is not eligible for sick leave, insurance or retirement (note that AVCA does carry industrial accident insurance on its employees).

Accountability: The Conservation and Science Coordinator is accountable to Executive Director, who . will solicit periodic reports on the Field Agent's performance to ensure he/she is accomplishing the tasks and duties expected of the position.

Termination: This contract may be cancelled by either party by written notice at any time without penalty.

Approval

* employee *

Date

Mary T. Miller, Executive Director
Altar Valley Conservation Alliance

Date

¹ Target date first quarter 2016.

² Based on average 40 hours per week at \$25/hour.

³ Reimbursable at \$.565 / mile. Based on average of one trip to Altar Valley and 100 miles of local Tucson travel per week.

⁴ Reimbursable upon presentation of receipts.

⁵ Estimated cost of the position is \$62,500 annually based on salary, 10% ERE, mileage and expenses.