

## POSTION DESCRIPTION



Protecting nature. Preserving life.

**JOB TITLE** Southern Blue Ridge Conservation Coordinator and Burn Crew Manager  
**JOB FAMILY** Conservation  
**JOB NUMBER** 450007  
**SALARY GRADE** 4  
**STATUS** Hourly  
**DATE** September, 2016

### ABOUT US

The Nature Conservancy (TNC) is the leading conservation organization working to make a positive impact around the world in more than 69 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](http://www.nature.org) to learn more.

### SUMMARY

**This is a 1-year termed position with the potential for extension based on funding.** The Southern Blue Ridge (SBR) Conservation Coordinator will perform in the development and coordination of conservation programs being implemented by multiple partners and stakeholders in the SBR landscape of Georgia and South Carolina. A heavy focus will be on the continued implementation of projects related to rare species management, forest health, and prescribed fire with the US Forest Service (USFS) and on TNC preserves while engaging other state agencies, NGO's, and private conservation lands in additional related projects.

### ESSENTIAL FUNCTIONS

The SBR Conservation Coordinator will report to the Land Steward/Burn Crew Manager. They will be responsible for the continued collaboration between TNC and the USFS to complete project obligations of supporting prescribed fire operations for the Joint Chiefs Cherokee Foothills collaborative by direct support and/or working with seasonal fire teams to provide that assistance. This individual will also be expected to be the primary TNC field representative for the Sumac Creek Stewardship Agreement. They will provide input and oversight into ongoing and future timber harvests, as well as management projects proposed for forest health and restoration. They will serve as a primary TNC representative for the SBR Fire Learning Network and participate with the internal TNC multi-state collaborative focused on the SBR. They will represent TNC in the current Foothills Landscape Collaborative planning process initiated by the USFS.

Land stewardship of the relatively small TNC-owned preserves in the SBR landscape will become the primary responsibility of the SBR Conservation Coordinator, including annual monitoring and reporting. They will be responsible for outreach and volunteer engagement with other conservation organizations and efforts such as Georgia State Parks, Georgia Plant Conservation Alliance and the Bog Learning Network to assist with other on-going rare species conservation efforts.

The SBR Conservation Coordinator will be responsible for managing a short-term seasonal fire team(s) during the prescribed fire season. This may include direct supervision on some days and/or arranging for work to assist partners on other days. This position will assist with the training of new firefighters. As part of the Coordinator's ongoing professional development, they will be responsible for keeping abreast of new burn techniques and equipment to enhance skills and maintain/grow professional fire certification credentials. In addition, they will work to build and maintain relationships in the professional fire community and in the local community where the Conservancy works. This may include participation in wild-land fire suppression activities in partnership with other non-profits, local fire departments, and local, state and federal agencies, either as a TNC employee, or as a volunteer or short-term employee of the partner entity (such as an "Administratively Determined," short-term federal employee).

### RESPONSIBILITIES & SCOPE

- Work and communicate with a positive, collaborative attitude; work productively with multiple agencies and NGO's.
- Ability to review and draft contracts, review comments on USFS proposed projects, and scopes of work.
- Complete periodic written project status updates and reports.
- Function as both leader and member of a work team, in a high-stress team environment.
- Convey work instructions to Burn Crew members.
- Monitor the progress of Burn Crew Members toward achieving fire management goals.
- Perform other preserve management duties when conditions are not conducive to prescribed fire.
- Ability to perform heavy physical work in variable weather conditions, at remote locations, on difficult and hazardous terrain, and under physically demanding circumstances.

### MINIMUM QUALIFICATIONS

- High school diploma and 1-year training in fire operations, science-related field or similar field or related experience in land management.
- Qualified Fire Fighter Type 1 (Squad Boss) and successful completion of FFT1 task book. Requirements for FFT1 can be found in the Conservancy Fire Management Manual at: <http://www.tncfiremanual.org/SquadBoss.htm>.
- Must achieve Arduous physical fitness standards as defined in the above-mentioned Manual.
- Experience operating and maintaining various types of equipment.
- Experience supervising staff or volunteers.
- May be required to obtain related licenses and certifications such as CPR and herbicide application.
- Must have valid driver's license and good driving record.

### PREFERRED KNOWLEDGE,

- BA/BS/AS/Technical or vocational degree in science-related field and 2 years related experience in custodial and ecological land management or similar field or equivalent combination of education and experience.

**SKILLS & EXPERIENCE**

- National Wildfire Coordinating Group Engine Boss and Firing Boss qualified.
- ArcGIS competency and ability to produce basic functional maps.
- Experience in ecological land management principles, including those in a large landscape such as a National Forest.
- Ability to recognize plant and animal species to complete preserve management activities and prescribed fire prescriptions.
- Knowledge/understanding of current trends and practices in conservation, land management and natural resource preservation/conservation or similar field.
- Ability to complete tasks independently with respect to timeline(s).
- Working knowledge of common software applications (e.g., Word, Excel, Outlook, ArcGIS, web browsers).

**ORGANIZATIONAL COMPETENCIES**

Accountability for Outcomes	Pushes for excellence. Establishes challenging goals for self and others to drive performance in support of the Conservancy’s mission. Rewards behavior that achieves these standards and is aligned with the organization’s mission/ values. Takes action to address performance problems in a timely and appropriate manner.
Builds Organizational Capability	Builds or adapts organizational structures to accomplish the mission and to improve performance. This includes reorganizing organizational systems, structures, processes, procedures, communication channels or reporting relationships. With the Conservancy’s strategic filter in mind, determines who can contribute, gets the right people involved, and builds bench strength for the future.
Collaboration & Teamwork	Shows a willingness to put the needs and goals of a global organization before personal/local/departmental needs. Works with others across organizational boundaries. Makes decisions, sets priorities, and allocates resources to help the organization as a whole achieve results.
Communications	Effectively expresses messages verbally and in writing. Actively listens to others. Fosters open exchange of issues. Is timely with information.
Courage & Decisiveness	Makes decisions and stands by them. Makes timely decisions even under pressure and when lacking complete information. Has the courage to modify decisions and admit why and how they were wrong.
Flexibility & Innovation	Flexible to changing circumstances. Takes innovative approaches towards work. Takes calculated risks and makes dependable decisions in the face of uncertainty.
Influences for Results	Achieves results by persuading, convincing, or influencing others. Adapts approach to the individual or group and knows how and when to use complex influence strategies. Uses success stories and passion for the mission to generate enthusiasm and support.
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.

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

*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.*