



ALTAR VALLEY CONSERVATION ALLIANCE CONSERVATION AND SCIENCE COORDINATOR

Call for Applications

**\$52,000 annual salary includes 5 paid holidays and 10 leave days
Applications due February 9, 2018**

Individuals interested in applying for the position should submit a cover letter, resume, and professional references to the Alliance's Executive Director, Mary Miller at mary@altarvalleyconservation.org. Please be sure all documents are attached to one email. Applications are due February 9th, 2018. Please visit our website, www.altarvalleyconservation.org, for more information about the Alliance's vision and work.

An ideal applicant for the AVCA Conservation and Science Coordinator position...

...is passionate, intellectually curious and practical about collaborative conservation, which involves the art, science, and practice of caring for the land and its plants and animals in the company of its people. The Altar Valley is in the heart of Sonoran Desert Sky Island country, and its people are predominantly ranchers and dozens of other public and private stakeholders who have jobs and interests in the Altar Valley watershed. Respect for well managed ranching is critical - if you believe that grazing is an inherently bad resource management activity, please don't apply.

...is someone interested in a diverse blend of field and office work. Practical outdoor skills and confidence are important, combined with working knowledge of natural resource basics - soil, hydrology, plants, and plant communities. At the same time, you'll spend a great deal of time communicating with people in a variety of manners: face-to-face with individuals and groups, via email, written reports, phone, etc. Working knowledge of various environmental laws is important, including NEPA and ESA.

...has strong organizational skills and comfort managing lots of information. You'll do a lot of listening, asking questions, and synthesizing information. You'll manage groups of people in both office and field settings, so logistics and facilitation skills are key. The geographic scope of your work environment will be large, beginning with the 600,000 acre plus Altar Valley watershed, and stretching to the urban Tucson environment, where many partners live and work, and beyond, as AVCA serves as an increasingly well known example of cutting edge collaborative conservation. You do not need to be a Geographic Information System (GIS) expert, but these tools will be used during the work and a basic understanding is important.

...is self-motivated and driven, and thrives in creating their own independent, adaptable work environment. This is a job that requires organization, planning abilities and confidence. You are the master of your own day and week and the coordinator of many projects, and will need to be able to both plan and adapt.

Finally, an ideal applicant is proud to be part of a team, and ready to forge many connections with many people ... and to be steadfast about working towards consensus to the degree possible, which at times involves agreeing to disagree!

An ideal applicant is available to start as close to March 9th, 2018 as possible...

If you are currently a student who will finish your program by May 2018, we are willing to consider starting you in a part-time role and transitioning to full-time by June 1st. Please make this clear in your application cover letter, and what your part-time availability would be prior to June 1st.



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Job Description

Summary Description: The Conservation and Science Coordinator reports to the Altar Valley Conservation Alliance's Executive Director. The Conservation and Science Coordinator is responsible for facilitating the work of the Altar Valley Conservation Alliance and will:

- Work 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; 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, to 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 work will be guided by the AVCA strategic plan, budget, and project specific work plans.

Major Duties:

1. Work will be split 50/50 between conservation and science.
2. Lead efforts to identify, plan, fund, permit, implement and monitor conservation projects (such as watershed restoration projects and prescribed fire projects) with willing landowners and partners. More specifically,
 - a. Lead and serve on teams engaged in 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, work plans, and the like.
 - d. Work with landowners 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.
3. 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 Alliance staff 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.

4. Collect photos and story content and work with AVCA Community Outreach and Education Coordinator to share AVCA news.
5. Provide staff support to the Science Advisory Board; maintain a solid understanding of current trends and practices in land management conservation practice and conservation science, and update the Altar Valley Collection within the University of Arizona Global Rangelands database.
6. Facilitate research in the Altar Valley as a liaison between AVCA ranchers and researchers.
7. Cooperate in annual vegetation monitoring throughout the Altar Valley for AVCA projects and individual Ranch monitoring.

Deliverables:

1. Create and maintain a running "To Do" list for the Alliance.
2. Maintain a database of projects. This will include project concepts, ongoing and completed projects, meeting agendas, technical reports and plans, records of meeting notes and conversations with partners.
3. Search for and apply to relevant grants.
4. Match documentation: track time and other resources provided by partners.
5. Photos and story content provided to the Community Outreach and Education Coordinator for social media, website, and other outreach.
6. Updated Science Advisory Board products, including but not limited to, the priority research project list and research protocol and additions to the Altar Valley Collection in the Global Rangelands database.
7. Quarterly report for Board Meetings that includes previous quarter's accomplishments and priorities for upcoming quarter.

Qualifications, Skills and Abilities:

1. Masters or PhD level academic degree and/or commensurate work experience of a minimum of two 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.
 - a. Knowledge of vegetation monitoring and plant identification skills.
 - b. Working knowledge of Geographic Information System (GIS) technology.
3. Ability to take lead role in developing conservation project plans and assist with development of non-profit operational tools (such as strategic plan and budgets).
4. Advanced oral and written communication skills.
5. Ability to work well independently, with minimal supervision, to organize schedules and resources, complete assigned work within deadlines, and to lead and serve on teams in a collaborative environment.
6. Proficient in word-processing, spreadsheets, and internet.

Terms and Conditions of Contract:

1. The Conservation and Science Coordinator will be an employee under contract to the Altar Valley Conservation Alliance.
2. The employee will work out of a location of their choice and will provide his/her own computer, phone and internet tools and service, and vehicle necessary to accomplish job duties.
3. The time period for this contract begins in March 2018, upon date of approval, and extends to December 31, 2018 and may be renewed annually by the Board of Directors. 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.

4. Compensation for this contract period will be the equivalent of an annual salary of \$52,000 (or \$4333.34 monthly) (based on an average 40 hour week at \$25 per hour); or in a period of part-time or unpaid leave, equivalent hourly (\$25/hour) compensation.
5. Compensation will include 80 hours (equivalent to 10 days) of paid leave and 5 paid holidays (the equivalent of the federal holidays for New Year's Day, Fourth of July, Labor Day, Thanksgiving, and Christmas per calendar year.
6. Time and match reporting will be due at the end of each month, and payment is issued by the 15th of the following month.
7. The position would be supported by an annual expense account not-to-exceed \$6000, based on \$5000 mileage reimbursable at \$.565 (based on RT Tucson – Altar Valley per week) and \$1000 miscellaneous expenses (reimbursable upon presentation of receipt).
8. The position is funded by grants and Alliance operating funds and is subject to the availability of funds. Existing funding resources are in place to fund the position for 1 - 2 years, with the expectation that the position will take a lead role in fundraising to support the position in future years. Future rates will be determined by grants and other funding sources.
9. Altar Valley Conservation Alliance carries industrial accident insurance on its employees; but it does not provide health insurance nor retirement benefits.
10. For overnight travel, daily per diem rates will be:
 - a. In a developed setting, where hotel, restaurants or grocery stores are available: **\$150.00 per day**, to include 3 meals and lodging
 - b. In a rural setting, where camping or sub-standard lodging accommodations are needed: **\$45.00 per day**, to include camping costs & foodPer diem, item separately reimbursed in a developed setting: \$105/night, \$10 for breakfast, \$15 for lunch, \$20 for dinner. In a rural setting: \$25/night, \$10 for breakfast, \$10 for dinner

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

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