



## CONSERVATION COORDINATOR POSITION OPENING

**Position type:** Nonexempt, 20 – 40 hours/week, some flexibility in schedule

**Location:** Bozeman, Montana

**Preferred start date:** Dec 1<sup>st</sup>, 2020

**Salary:** Commensurate with experience, \$20-25 per hour, plus benefits package

**Application Closing date:** Applications will be accepted until Oct. 18<sup>th</sup>, and interviews will take place during the first 3 weeks of November. We will make every effort to accommodate candidates' schedules and needs in all aspects of the hiring process.

### ***About the Center for Large Landscape Conservation (CLLC, the Center)***

CLLC is a 501(c)(3) nonprofit corporation, located in Bozeman, Montana, offering a supportive, flexible, and dynamic work environment. CLLC works to actively cultivate an inclusive work environment and values the leadership, skills, and perspectives of people from diverse backgrounds. People of color, LGBTQ persons, and people from other historically marginalized backgrounds are encouraged to apply. CLLC's mission is to strategically connect ideas, individuals, and institutions to conserve Earth's resilient, vital large landscapes. On the ground, large landscape conservation means enhancing the conservation value of wild and working lands, connecting people across landscapes, conserving key connections between landscapes, implementing climate adaptation initiatives, and developing strategies to help nature remain resilient on a grand scale. Learn more at [www.largelandscapes.org](http://www.largelandscapes.org).

CLLC is a connector organization that has built strong working relationships with state and federal agencies, tribal groups, private land trust organizations, and other conservation NGOs, particularly those working on landscape-scale issues.

### ***Position Description***

This Conservation Coordinator will assist the CLLC leadership team to carry out projects in a fast paced and often hectic environment. The ideal candidate will be open-minded, eager to learn, flexible and positive to work with. They will be leaned on to help administer and implement CLLC's programs and projects, facilitate and participate in organizational tasks, and promote large landscape conservation throughout the Northern Rockies, North America, and globally. CLLC's approach to healthy landscapes includes: *Advancing Science* that informs conservation decisions; *Advocating Policy* that champions ecological connectivity, and *Supporting Communities* that engage invested stakeholders.

### ***Specific Duties***

#### ***Program Duties:***

- \* Assist program leadership with carrying out project implementation.
- \* Develop relationships and communicate with project partners to sustain stakeholder networks through individual outreach, newsletters, and more.

- \* Organize logistics for meetings and conferences including lodging, food, supplies, and more.
- \* Help research, draft, create and review publications for outreach and communications.
- \* Present work to stakeholders on specific initiatives being undertaken where appropriate.
- \* Assist program leadership with various tasks as needed, including development work, research, report writing, communication, and fundraising tasks.
- \* Help organize and participate in educational and collaboration events, such as conferences, meetings, workshops, and field trips.

### ***Essential Training and Skills***

- \* Bachelor's degree in environmental science or policy or another related field.
- \* Strong written, oral, and interpersonal communication skills.
- \* Excellent organization skills and the ability to track projects, meetings and conversations
- \* Ability to work independently and creatively, and to manage multiple concurrent projects and tasks effectively while meeting deadlines.
- \* Ability to work flexibly, and respectfully within a variety of opinions and stakeholder groups, including Tribes and First Nations, researchers, rural communities, conservation practitioners, managers, land owners and advocates, who contribute to collaborative decision-making.
- \* Strong critical and strategic thinking skills.
- \* Interest and experience in leadership and ability to move into leadership positions.

### ***Preferred Training and Skills***

- \* Familiarity with key conservation issues and initiatives in the Northern Rockies region and/or beyond.
- \* Some understanding and/or experience with cross cultural issues in conservation.

### ***How to Apply***

Please email [admin@largelandscapes.org](mailto:admin@largelandscapes.org) with "Conservation Coordinator Position" in the subject line. Include the below, attach **IN A SINGLE PDF WITH YOUR NAME AS THE FILE NAME:**

- Cover letter briefly explaining how your experiences, skills, and interests are a good fit for this position,
- CV or resume
- List 2 professional references

### ***CLLC is an Equal Opportunity Employer***

Employment at CLLC is open to all. Employment decisions are made without regard to sex, race, color, age, national origin, religion, disability, marital status, sexual orientation, gender identity/expression, citizenship, pregnancy or maternity, veteran status, or any other status protected by applicable national, federal, state or local law.

We look forward to hearing from you,  
The CLLC staff