



## **JOB ANNOUNCEMENT: PROGRAM COORDINATOR**

**Full-Time Temporary (Exempt)**

**12-Month Appointment with Option for Extension**

### ***About Jackson Hole Wildlife Foundation***

For 28 years, the Jackson Hole Wildlife Foundation (JHWF) has helped our community to live compatibly with wildlife – by working collaboratively with landowners and public land managers to remove or improve fences, by empowering citizen scientists to build our local knowledge base, and by acting to make roads safer for people and animals. Our grassroots, volunteer-supported model, and hands-on approach reflect our belief that enduring conservation emerges from an engaged and committed community. Strategically, we are focused on preserving and improving wildlife habitat, including migration corridors, that sustain wildlife and connect communities. We are nonpartisan.

In 1993, our organization formed as a nonprofit when a small group of passionate citizens aimed to create a more wildlife-friendly community. Today, we are still organizing leagues of volunteers to improve conditions for wildlife and establish lasting collaborations that form the foundation of a sustainable future. With their help, we coordinate on-the-ground projects that involve building a community of citizen scientists for wildlife monitoring, removing barriers to increase permeability for wildlife movement, and cultivating a mindset within the community about how to reach compatible co-existence between humans and wildlife.

### ***Job Description***

The JHWF Program Coordinator will inspire, engage, and connect volunteers and partners through hands-on conservation projects utilizing citizen science, data management, and community outreach. The primary responsibilities of this position are to manage Jackson Hole Wildlife Foundation's (JHWF) citizen science program – Nature Mapping Jackson Hole (NMJH) – and to assist with coordinating JHWF's Wildlife Friendlier Fence program. These responsibilities include planning, implementation, and assessment. The Program Coordinator is also responsible for the planning and delivery of a variety of outreach and education opportunities that recruit involvement of new volunteers and continue to encourage ongoing participation by volunteers who are currently involved. This position provides support for general marketing and communications for programs through print, website, email, and social media. Supervision of volunteers and interns to manage specific projects is expected of the Program Coordinator. Some assistance with the JHWF Give Wildlife A Brake program is required. Some projects occur after hours and on weekends; flexibility in time commitments is expected.

## ***Summary of Main Responsibilities***

### **(50%) Project Implementation and Reporting**

#### **Plan, implement, and *evaluate Nature Mapping Jackson Hole* citizen science projects**

- Plan, coordinate, and implement volunteer projects: Moose Day, Mountain Bluebird Nestbox Monitoring Project, Neighbors to Nature: Cache Creek Study, Snake River Float Survey
- Participate in bird banding as needed
- Participate in any of the JHWF volunteer projects as time permits, to help lead volunteers and to carry the JHWF mission and culture into the community
- Submit annual permit requests to Grand Teton National Park, Wyoming Game and Fish Department, and others as needed
- With volunteer and field staff assistance, develop end-of-year reports for Moose Day, Mountain Bluebird Nestbox Monitoring Project, Neighbors to Nature: Cache Creek Study, and Snake River Float Survey
- Evaluate the success of NMJH trainings and NMJH program conservation effectiveness
- Oversee maintenance and storage of company truck, cargo trailer, and equipment; organize and clean truck and trailer, or assign these tasks to other staff as needed, and ensure that program equipment needs are met throughout field seasons

#### **Assist with planning, implementation, and evaluation of *Wildlife Friendlier Fence* projects**

- Research and identify potential Wildlife Friendlier Fencing projects, prioritizing sites that fall within high-use winter range and migration or movement corridors
- Maintain regular communications and relationships with the Volunteer Fence Team
- Oversee coordination and execution of Wildlife Friendlier Fencing project reconnaissance trips with partners and volunteers
- Evaluate success of fence projects by deploying and managing trail cameras and analyzing images
- Participate in fence projects and lead volunteers

#### **Assist with *Give Wildlife A Brake* efforts**

- Coordinate with Wyoming Department of Transportation and Wyoming Game and Fish Department to change variable message sign messages and locations
- Assist Communications Manager and Executive Director with outreach, press, and marketing surrounding messages and education
- Assist Executive Director with Annual Wildlife-Vehicle Collision Report and other reports as needed

### **(25%) Data Management**

- Manage all data-related aspects of NMJH projects and data entry for: Casual Observations, Project Backyard, Wildlife-Vehicle Collision Database, Trail Cameras, Moose Day, Neighbors to Nature: Cache Creek Study, Mountain Bluebird Nestbox Monitoring, and Snake River Floats.
- Coordinate vetting of wildlife observations with biologists and Nature Mappers
- Coordinate fulfillment of formal data requests, with assistance as needed by other staff
- Work with Nature Mapping volunteers and web developer to resolve technical issues involving website and data entry forms, as they arise.
- Provide data and project/program suggestions to JHWF Executive Director, Associate Director, and NMJH Advisory Committee as needed.
- Perform routine data transfers to Wyoming Game and Fish Department's Wildlife Observation System, the Wyoming Natural Diversity Database, Grand Teton National Park, Bridger-Teton National Forest, and the Teton Conservation District.

- Facilitate GIS and statistical analysis of NMJH data using internal staff and contract support
- Coordinate NMJH Advisory Committee meetings

**(25%) Community and Partners Outreach and Education**

- Coordinate and facilitate NMJH certification trainings
- Create a standard community engagement plan for the NMJH program to reach out to volunteers via phone, email, and in-person and to follow-up with newly trained Nature Mappers
- Regularly follow-up using the engagement plan
- Organize continuing education opportunities for volunteers, e.g., species identification clinics, meet-and-greets with local biologists and land managers
- Coordinate NMJH’s annual community celebration, the Annual Potluck
- Provide data, suggestions, and written content to the Communications Manager for monthly NMJH eNews and eBlasts
- Regularly attend relevant social events, meetings, and conferences to represent JHWF in a public capacity, as time permits

***Required Qualifications & Education***

- Minimum of 2 years’ experience managing volunteers and field projects, including project planning and implementation, data collection and entry, and writing reports
- Bachelor’s degree in a related field
- Competency with scientific process
- Excellent verbal and written communication skills
- Passionate about conservation, wildlife, volunteerism, and connecting people to nature
- Ability to work independently, set priorities and see projects to completion while also embrace working in a collaborative team environment
- Ability to experiment to attain new, better strategies, approaches, work products and solutions to challenges
- Ability to handle intensive field work
- Valid driver’s license
- Competent with Microsoft Word and Excel programs, prefer experience with ESRI ArcMap
- Preferred experience working in a nonprofit or philanthropic organization, especially conservation and wildlife

***Mission of Jackson Hole Wildlife Foundation***

Works to promote ways for our community to live compatibly with wildlife.

***Compensation***

Salary, including benefits, based upon experience and skills. Benefits: Medical, dental, life and short-term disability insurance; paid time off including holidays, vacation, and sick leave.

***How to Apply***

Email a letter of interest, your resume, and three references to: [info@jhwildlife.org](mailto:info@jhwildlife.org).

Please combine all documents into one PDF file and title it as: Your Name PC Application.pdf.

Email subject line: Program Coordinator.

***Application Deadline***

March 7<sup>th</sup> or until position is filled.