



JOB DESCRIPTION: PROGRAM COORDINATOR / Habitat, Salary Range \$55,000 – \$62,000

The primary responsibilities of the Habitat Program Coordinator are to manage Jackson Hole Wildlife Foundation's (JHWF) Habitat Restoration program and to ensure that our volunteer community is knowledgeable, engaged, and enjoys being involved in conservation projects. The Habitat Program Coordinator will also work on the Bear Wise Jackson Hole and Give Wildlife A Brake program with partners and colleagues. This job requires strong communication and human connection skills. The Habitat Program Coordinator is the primary staff person responsible for the planning and delivery of a variety of outreach and education opportunities as well as volunteer coordination for the Habitat Program. These efforts are designed to attract new volunteers and maintain active participation from those currently engaged in programming.

The Habitat Program Coordinator will ensure that Wildlife Friendlier Fence and Invasive Weed Removal projects are planned, executed, and completed on time throughout the year and will help ensure that Bear Wise Jackson Hole and Give Wildlife A Brake deliverables are attained. This position provides support for general marketing and communications of programs through print, web, email, and social media. Supervision of volunteers and interns is required of the Habitat Program Coordinator. Some projects occur after hours and on weekends; flexibility in time commitments is expected.

Time	Responsibilities
60%	Program Implementation and Reporting
20%	Volunteer, Community, and Partner Outreach and Education
20%	Data Management

(60%) Program Implementation and Reporting

The major programmatic emphasis of this job is on the *Habitat Restoration Program*. The Habitat Program Coordinator is the lead for this program.

Plan, implement, and evaluate volunteer projects: Wildlife Friendlier Fence and Invasive Weed Removal projects

- Work closely with agency staff, NGO partners, and private landowners to research and identify potential projects, prioritizing sites that overlap important wildlife habitat.
- Conduct project reconnaissance trips.
- Post volunteer opportunities through email and social media.
- Lead volunteers on project day to accomplish goals safely and efficiently.

Assist Executive Director with *Give Wildlife A Brake* and *Wildlife Friendly Landscape Program* efforts

- Coordinate with Wyoming Department of Transportation and Wyoming Game and Fish Department to change variable message sign messages and locations.
- Assist communications staff and Executive Director with outreach, press, and marketing surrounding *Give Wildlife A Brake* messaging and education.
- Lead the timely updates of the annual Wildlife-Vehicle Collision (WVC) Report (or in some years, simple data summary) with consultant and other reports as needed.
- Coordinate regular maintenance and photo download of remote trail cameras.

Assist Bear Wise Jackson Hole Team with *Bear Wise Jackson Hole* efforts

- Attend quarterly partner meetings, contribute ideas, help with action items (press, presentations, exploring grant opportunities, etc.)
- Report to JHWF colleagues on activities of partners and action items
- Help keep activities calendar up-to-date for partners and JHWF
- Run tabling events with charging bear and bear trailer when needed

Stay informed on NMJH projects

(20%) Volunteer, Community, and Partner Outreach and Education

- Coordinate and facilitate volunteer engagement on field projects.
- Assist the NMJH Program Coordinator with volunteer engagement on NMJH projects.
- Organize continuing education opportunities for volunteers, e.g., species identification clinics, meet-and-greets with local biologists and land managers, tracking classes.
- Engage with children and schools to instill knowledge about wildlife conservation.
- Broaden the reach of the Habitat Restoration program to involve the diversity of our communities.
- Provide program specific data, suggestions, and written content to communications staff for monthly eNews and social media.
- Regularly attend relevant social events, meetings, and conferences to represent JHWF in a public capacity.

(20%) Data Management

- Manage all data-related aspects of Habitat Restoration projects including data entry.
- Facilitate analysis of project data as needed.
- Assist with fulfillment of WVC data requests.
- Perform annual WVC data transfers to Wyoming Department of Transportation, Teton Conservation District, Teton County WY, Idaho Department of Fish and Game, Idaho Transportation Department, Teton County Idaho, and other partners.
- Curate trail camera data.

Skills

Dedication to the organization's goals, values, mission

A passion for conservation and wildlife

Requires strong leadership and management skills

Ability to work independently, as a team member, and as a leader

Personable nature

Must be able to recruit, motivate, inspire, and retain volunteers

An enthusiasm for networking and connecting with people through learning and teaching

High-level organizational skills, including managing schedules

Solid decision-making skills

Ability to safely and efficiently lead field projects under varying weather conditions with up to 40 volunteers

Excellent verbal and written communication skills

Computer skills including MS Word, Excel

Ability to write professional, cohesive reports

Experience creating social media content

Basic understanding of working around livestock fences preferred

Must be able to safely and legally operate a vehicle

Proficiency in Spanish preferred

Education

Minimum bachelor's degree or equivalent experience in leading volunteers on field projects for at least 3 years

To Apply: Application through email only. Please send cover letter, resume, and 3 references (combined into one document: MS Word or PDF) with a subject line of “**Program Coordinator: Habitat**” to Jackson Hole Wildlife Foundation: renee@jhwildlife.org. This opportunity closes April 3, 2024.