



**JOB DESCRIPTION: PROGRAM COORDINATOR / Nature Mapping Jackson Hole, Salary Range \$55,000 – \$62,000**

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The primary responsibilities of the Nature Mapping Jackson Hole (NMJH) Program Coordinator are to manage Jackson Hole Wildlife Foundation's (JHWF) NMJH program and to ensure that our volunteer community is knowledgeable, engaged, and enjoys being involved in conservation projects. This job requires strong communication and human connection skills. The NMJH Program Coordinator is responsible for the planning and delivery of a variety of outreach and education opportunities, focused specifically on the NMJH program, including training and engaging Nature Mappers (NMJH community scientists). These efforts are designed to attract new volunteers and maintain active participation from those currently engaged in programming.

The NMJH Program Coordinator will ensure that projects in the NMJH program are completed on time throughout the year. Programmatic responsibilities include planning, implementation, and assessment of projects as well as hiring and supervision of seasonal staff and interns. This position provides support for general marketing and communications of programs through print, web, email, and social media. 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 NMJH Program. The NMJH Program Coordinator is the lead of this program.

Plan, implement, and evaluate *Nature Mapping Jackson Hole* projects

- Plan, coordinate, and implement community science projects: Casual Observations, Project Backyard, Moose Day, and the Mountain Bluebird Nestbox Monitoring & Banding Project.
- Manage the Monitoring Avian Productivity and Survival (MAPS) bird banding project and coordinate its volunteers and crew and engage visitors at the banding stations.
- Participate in JHWF volunteer projects, leading volunteers and delivering the JHWF mission and culture into the community.
- Submit and report on annual research permit requests to Grand Teton National Park, Wyoming Game and Fish Department, and others as needed.

- Develop end-of-year reports for Moose Day, Mountain Bluebird Nestbox Monitoring & Banding Project, and MAPS.
- 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 other JHWF program projects

- Join Wildlife Friendlier Fence projects.
- Join Invasive Weed Removal projects.

Stay informed on all other JHWF projects including

- Habitat Restoration
- Bear Wise Jackson Hole
- Give Wildlife A Brake

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

- Coordinate and facilitate NMJH certification training and volunteer engagement on NMJH field projects.
- 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, bird watching outings.
- Engage with children and schools to instill knowledge about wildlife conservation.
- Broaden the reach of NMJH to involve the diversity of our communities.
- Provide NMJH 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 NMJH projects including data entry for: Casual Observations, Project Backyard, Wildlife-Vehicle Collision Database, Moose Day, Mountain Bluebird Nestbox Monitoring & Color Banding, and MAPS.
  - Lead and coordinate the vetting of wildlife observations with biologists and Nature Mappers.
  - Coordinate fulfillment of formal data requests, with assistance as needed by other staff.
  - Work with NMJH volunteers and web developer to resolve technical issues involving website/app, database, and data entry forms, as they arise.
  - Perform annual 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, Teton Conservation District, and other partners.
  - Facilitate GIS and statistical analysis of NMJH data using internal staff and contract support.
  - Follow MAPS data entry protocol and manage the transmission of these data to Institute for Bird Populations, Bird Banding Laboratory, and Wyoming Game and Fish Department.
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## **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  
Must hire and supervise two full-time seasonal staff positions  
Excellent verbal and written communication skills  
Computer skills including MS Word, Excel  
Ability to write professional, cohesive reports  
Experience creating social media content  
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  
Preferably has prior experience in songbird banding for research purposes and is capable of leading MAPS bird banding stations

**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: Nature Mapping Jackson Hole" to Jackson Hole Wildlife Foundation: [renee@jhwildlife.org](mailto:renee@jhwildlife.org). This opportunity closes April 3, 2024.