



JOB DESCRIPTION: PROGRAM COORDINATOR / Nature Mapping Jackson Hole

Salary range: \$58,000 – \$65,000 commensurate with experience

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 inspired to contribute to conservation projects. This job requires strong communication, leadership, and people 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.

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 required.

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; recruit and coordinate its volunteers and crew; engage visitors at the banding stations.
- Develop and submit annual research permit requests to Grand Teton National Park, Wyoming Game and Fish Department, and others as needed.
- Prepare end-of-year reports for Moose Day, Mountain Bluebird Nestbox Monitoring & Banding Project, and MAPS.

- Evaluate the success of NMJH trainings and overall conservation impact of NMJH.
- Ensure program vehicles, trailer, and field equipment are maintained and organized (directly or by delegating to staff/volunteers).
- Hire, train, and supervise seasonal staff and interns.
- Assist with other JHWF program projects (e.g., Wildlife Friendlier Fence, Invasive Weed Removal, Bear Wise Jackson Hole, and 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.
- Develop and implement a community engagement plan for ongoing volunteer recruitment, follow-up, and retention.
- Organize continuing education opportunities for volunteers, e.g., species identification clinics, meet-and-greets with local biologists and land managers, bird-watch outings.
- Engage with children and schools to instill knowledge about wildlife conservation.
- Broaden NMJH's reach by actively welcoming and engaging volunteers from diverse backgrounds and 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 (WVC) Database, Moose Day, Mountain Bluebird Nestbox Monitoring & 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, the federal Bird Banding Laboratory, and Wyoming Game and Fish Department.

Skills

Dedication to the organization's goals, values, mission

A passion for conservation and wildlife

Strong leadership and management skills

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

Strong interpersonal skills

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 lead field projects safely and efficiently under varying weather conditions

Experience supervising seasonal staff and interns

Excellent verbal and written communication skills

Computer skills including MS Word, Excel; experience with GIS and/or statistical software (R, ArcGIS, QGIS) preferred

Ability to write professional, cohesive reports

Experience creating social media content

Must be able to operate a vehicle safely and legally

Spanish proficiency preferred (bilingual applicants strongly encouraged)

Education

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

Prior experience in songbird banding is strongly preferred; must be capable of leading MAPS banding stations.

To Apply: Email a single PDF (cover letter, resume, and three references) to kate@jhwildlife.org with subject line: "Program Coordinator: Nature Mapping Jackson Hole." Applications close October 13, 2025.