



JOIN OUR TEAM!

# WE ARE HIRING!

## PROGRAM COORDINATOR

The Altar Valley Conservation Alliance seeks an enthusiastic and organized individual with a strong collaborative nature to join their team. The AVCA Program Coordinator will help implement and conservation projects, coordinate with partners and landowners (both in the field and in meeting settings), schedule and document meetings and workshops, and manage project logistics, administration, and field support.

The Program Coordinator will be a full-time, 40 hour/week, Tucson-based position. It will primarily be remote, with some meetings and field work in the greater Tucson area. The Program Coordinator reports to the AVCA Executive Director, and will work closely with the AVCA Conservation and Science Director. The ideal candidate should have strong project management skills and writing skills, an interest in large landscape conservation, and the ability to work with a diverse mix of stakeholders. The Program Coordinator's work will be guided by the AVCA's strategic plan, budget, and project-specific work plans.

### Major Duties

- Plan and coordinate meetings, events, and work activities in different environments (Zoom, in-person meetings, and outdoor field trips and workshops). Examples include: AVCA's Board of Directors and Science Advisory Board, the Altar Valley Watershed Working Group, the Altar Valley Fire Coordination Group, annual Community Meeting and fundraiser events, conservation projects, monitoring field days, project volunteer work days, and others as necessary.
- Produce meeting/event materials: invitations, agendas, notes, and required follow-up materials
- Participate in weekly staff meetings, and other work sessions based on project needs
- Prepare AVCA updates that are distributed via email, e-news, and website
- Assist in preparation of the AVCA's annual Strategic Plan updates
- Document project activities, including hours and funds spent and partner match contributed in project files and staff notes
- Add documents and project information to the AVCA's website and internal file structure
- Assist with various aspects of preparing grant proposals and other funding requests

## Required Qualifications, Skills and Abilities

- Advanced oral and written communication skills, organizational skills, problem solving abilities, and ability to work collaboratively with diverse interests
- Undergraduate-level academic degree and/or commensurate work experience of a minimum of two years
- Strong interest and basic knowledge and background in natural resource / range management and/or watershed science, research, and conservation of working landscapes
- Ability to spend full days in a wildland environment, which requires hiking, wayfinding, and off-highway driving
- Ability to work well independently, with minimal supervision, to organize schedules and resources, complete assigned work within deadlines, and to serve on teams in a collaborative environment
- Proficiency in word-processing, spreadsheets, and Google Drive, and willingness to learn new programs including but not limited to MailChimp, Eventbrite, and ArcGIS
- Dependable car and valid driver's license, registration, and insurance
- Access to the internet, a computer, and phone

## Desired Qualifications, Skills and Abilities

- Experience organizing meetings and implementing projects pertaining to watershed restoration, range management, wildlife habitat enhancement, and/or other land conservation topics
- Event and meeting planning experience, including documenting and/or facilitating meetings and events

## Timing and Compensation

The Program Coordinator will be an employee of the AVCA, and work approximately 40 hours per week. The hourly wage range is \$24-27 depending on experience. AVCA employees receive paid time off on all federal holidays commensurate with their position's full-time, part-time, or quarter-time status. Sick leave of 24 hours per year is granted to each staff member at the outset of each year. This position receives 80 hours of paid vacation each year.

Other than field work or in-person meetings, work is primarily remote. Attendance of weekly staff calls and frequent check-ins with the Executive Director and Conservation and Science Director will be necessary. Personal vehicle use will be reimbursed at the annual IRS federal mileage rate.

To apply, please send your CV, a cover letter, a professional writing sample, and contact information for three professional and/or personal references to Sarah King, AVCA's Executive Director.

✉ [sarah@altarvalleyconservation.org](mailto:sarah@altarvalleyconservation.org)

For more information about AVCA:

🌐 [www.altarvalleyconservation.org](http://www.altarvalleyconservation.org)

*Application review will begin August 19th and the position will be open until filled.*

