



## Conservation and Community Science, Program Coordinator

### Organization Description:

The [Golden Gate National Parks Conservancy](#) is the nonprofit partner of the National Park Service overseeing the [Golden Gate National Recreation Area](#)—84,000 acres of national parkland spanning the San Francisco Bay Area, including Muir Woods, Ocean Beach, Crissy Field, and Alcatraz Island. The Parks Conservancy is a membership organization created to preserve the Golden Gate National Parks, enhance the experiences of park visitors, and build a community dedicated to conserving the parks for the future.

With our local and federal partners, the Parks Conservancy is committed to the work of supporting Bay Area national parks as places where we can further racial and social justice for our community and climate resilience for these protected lands.

### Department Description:

The Parks Conservancy's Conservation and Community Science (CCS) 8 to 12-person department supports the climate adaptive work of our organization, National Park Service, agency partners, and the [One Tam](#) collaborative. CCS comprises three groups: [Golden Gate Raptor Observatory](#), [One Tam Community Science](#), and [One Tam Conservation Management](#). We engage our local, regional, and state communities and conservation practitioners in scientific efforts that address the information needs of park scientists. Our work fills critical data gaps, measures change over time, sparks curiosity, and engages a diverse cross-section of the Bay Area community to help us understand how we can improve the climate resilience of our parks as we experience the increasing effects of climate change.

CCS works collaboratively with partners across park boundaries to design and carry out volunteer-supported conservation science studies, agency-supported landscape-scale conservation management, and long-term monitoring to understand change over time in park ecosystems. We work to demystify the scientific process by building bridges between community members, land managers and practicing scientists. We work to rectify historic injustices built into the practice of science by expanding our collective understanding of what it means to "do science" and by reconnecting our relationship to the natural world with non-institutional ways of understanding. We offer public engagement opportunities that range in complexity and commitment as reflected in both large annual events, and focused, ongoing programs that encourage community

members to build scientific skills and understanding through their participation. You can learn more about specific CCS programs online at the links above.

### **Position Overview:**

The CCS Program Coordinator supports the three CCS groups in their program delivery and volunteer coordination activities in addition to supporting the department as a whole. The CCS Program Coordinator facilitates technical connections between staff, volunteers, and the public by serving as the technical point of contact, directing calls and correspondence to the right person, and providing technical administrative assistance for newsletter, social media, and website content production, coordinates with CCS staff and other Parks Conservancy teams through regular meetings and written communications. Collaborates with the Service and Volunteer Resources Department, other Park Conservancy's departments, and agency partners as they relate to CCS programs and projects. Helps organize and assist with leading trainings for volunteers and volunteer managers. This position will consist of a balance of computer-based administrative work, on-site program support, and hands-on field work.

This is a benefitted, year-round, full-time position with a Tuesday through Saturday schedule. This position will participate in a variety of highly desired and hands-on organizational training—including operational leadership, CPR and first aid, and diversity, equity, and inclusion practices, and departmental technical training opportunities. The main office location for this position will be Fort Cronkhite and/or San Rafael, Marin County. Other work locations include Fort Mason San Francisco County, and other Marin County work locations. Due to current restrictions relating to COVID-19, we are accommodating some remote work for the time-being for this and other positions. The Conservancy will be moving towards a hybrid work schedule starting in mid-May 2022.

**Reports To:** Associate Director, Conservation and Community Science, but managed by the scheduled Program Manager during work activities.

**Supervision:** This position will not supervise staff.

### **Essential Functions and Responsibilities:**

#### *Golden Gate Raptor Observatory*

Provide volunteer and program coordination support for daily bird care, seasonal Banding and Hawkwatch programs, and band recovery data. These responsibilities may include:

- Coordinating off-peak season volunteers, ensuring daily bird care coverage and other volunteer tasks are scheduled and supported
- Assisting the Operations Manager and acting as an on-site safety support for site preparation days
- Keeping volunteers updated with safety protocols and seasonal changes

- Maintaining equipment and supplies in good working order and conducting seasonal inventories
- Providing technological support and organization for Band Recovery Database volunteers

### One Tam Community Science

Provide volunteer and program coordination support for the One Tam Community Science programs such as Tam Bee Lab, Marin Wildlife Watch, Bioblitz Events, and Monarch Conservation Project. These responsibilities may include:

- Assisting with facilitation and volunteer needs during volunteer events
- Assisting with scientific collections management when needed, i.e., washing, sorting, labeling, and storage of insect specimens
- Supporting Community Science projects/programs with wildlife camera checks, bee traps, milkweed, and other field work
- Assisting with curation and quality control checks on data contributed by volunteers in Marin Wildlife Watch, iNaturalist, Calflora, and ArcGIS Online
- Updating online training materials

### One Tam Conservation Management

Provide support for the EDRR (Early Detection, Rapid Response) invasive plant species management field work. These responsibilities include:

- On-the-ground field work on a once-a-month basis
- May include maintaining certain equipment and supplies in good working order and conducting seasonal inventories

### CCS Department

Provide programmatic and administrative support for the central department staff and cross-team needs. These responsibilities may include:

- Supporting technical social media and newsletter content creation
- Assisting with posting events to our website
- Coordinate and assist with departmental and One Tam science and conservation meeting and events
- Assisting the CCS Operations Manager with Trip Tracking for field staff and volunteers
- Supporting the CCS Operations Manager in responding to technical emails from volunteers and interested members of the public, and creating and distributing email reminders and announcements to volunteers
- Assisting the CCS Operations Manager with vehicle fleet management tasks
- Supporting other One Tam community outreach and engagement work, including habitat restoration, youth programs, and special events, as time allows
- Performing other assigned and appropriate departmental duties

## **Knowledge, Skills, and Abilities:**

### Administrative

- Contributes to achieving group goals and supports the organization's mission, goals, and values. Commitment to climate resilience actions and social justice platform.
- Strong organizational skills; demonstrates attention to detail, accuracy, and thoroughness.
- Takes initiative and has the drive to learn new material, software, and techniques.

### Interpersonal and Community Building

- Strong interpersonal and communication skills; can work directly with volunteers through a high level of professionalism confidence in respect to a wide range of volunteer personalities; treats others with respect.
- Ability to build effective working relationships with a variety of people, inclusive of different backgrounds, ethnicities, genders, sexualities, ages, and viewpoints.
- Commitment and enthusiasm for fostering a community-based conservation and science programs while promoting inclusion and participation among diverse audiences.

### Technical

- General field observation skills; knowledge of SF Bay Area flora and fauna.
- Basic understanding of natural resources inventory and monitoring programs, scientific methods, sampling design development, and data management.
- Computer literacy and competent use of Microsoft Office suite and Zoom; familiarity with ArcGIS Online, web-based databases.
- Willingness to learn Wildlife Insights, iNaturalist, and Calflora applications.

### Work Ethic and Planning

- Ability to work with a team and independently.
- Excellent work ethic and ability to perform work outdoors in a variety of weather conditions and balance a flexible work schedule.
- Ability to plan effectively; manage multiple tasks and competing priorities while remaining flexible.

## **Education and/or Experience:**

- Bachelor's degree or comparable 3 to 5 years work experience in ecology, wildlife biology, environmental science, or related field preferred.
- Experience with program/project coordination and/or administrative office operations.
- Demonstrates commitment to diversity, equity, and inclusion (DEI) through prior work experience or personal, lived experience.

- Experience working in partnerships with non-profits and/or public agencies a plus.
- Bi-lingual or multi-lingual skills are desirable, but not required.
- CPR and Wilderness First Aid certification. Training can be provided if

### **Certifications or Licenses:**

- Must have a current and valid California drivers' license to operate fleet vehicles and the ability to drive on paved or dirt roads.

### **Health and Safety:**

It is the policy of the Golden Gate National Parks Conservancy to create and maintain a safe and healthful workplace free from recognized hazards that may cause harm to employees, consistent with and in compliance with applicable state and federal laws. Employees will play an active role in creating a safe and healthy workplace and will comply with all applicable health and safety rules. The Conservancy is committed to the goal of implementing an effective health and safety program and an injury prevention program.

Based on the current state of the COVID-19 pandemic, the Parks Conservancy requires all employees, interns, and independent contractors to be vaccinated and to provide proof of such vaccination as a condition of employment or performing contract work.

### **Physical Requirements and Work Environments:**

Work is performed operating a computer in an office setting as well as an outdoor setting with potential for inclement weather and rugged terrain.

- Work is primarily performed sitting, standing, or walking.
- Work requires squatting and kneeling.
- Frequently lifts, carries, and positions objects weighing up to 40 pounds.
- Work may occur in adverse weather conditions and in noxious vegetation including poison oak.
- Hours are primarily: 40 hours per week, Tuesday through Saturday. Schedule and work times will vary per group.
- Work occurs in Marin County with offices in the Marin Headlands, Fairfax, San Rafael; occasional days in San Francisco may be required as well as other Marin locations.

**Pay Rate/Benefits:** The hourly wage is negotiable and the potential minimum starting rate is \$25.50/hour, depending on qualifications and experience. Benefits include paid vacation/personal/sick days, free medical/dental/vision plans for employee and family, 403(B), Employee Assistance Program, employer-matched Commuter Program, employee discounts, and more.

**Anticipated Deadline Date for Resumes and Cover Letters:** Monday, April 25, 2022  
@ 5:00 PDT

**Anticipated Start Date:** Wednesday, June 1, 2022

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The Golden Gate National Parks Conservancy is an Equal Opportunity Employer. Recruitment, placement, and promotions are conducted without regard to an individual's race, color, religion, sex, national origin, age, physical handicap, veteran status or sexual orientation, or any other classification protected by Federal, State, and local laws & ordinances. We will consider qualified candidates with criminal history in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All qualified applicants are encouraged to apply.