

JOB DESCRIPTION



JOB TITLE	Family Forest Outreach Specialist (<i>Conservation Coordinator</i>)
JOB FAMILY	Conservation
JOB NUMBER	570002
SALARY GRADE	4
STATUS	Hourly
DATE	August 2018

A LITTLE ABOUT US

Founded in 1951, the Nature Conservancy is a global conservation organization dedicated to conserving the lands and waters on which all life depends. Guided by science, we create innovative, on-the-ground solutions to our world's toughest challenges so that nature and people can thrive together. We are tackling climate change, conserving lands, waters and oceans at unprecedented scale, providing food and water sustainably and helping make cities more sustainable. One of our core values is our commitment to diversity. Therefore, we strive for a globally diverse and culturally competent workforce. Working in 72 countries including all 50 United States, we use a collaborative approach that engages local communities, governments, the private sector, and other partners. To learn more, visit www.nature.org or follow @nature_press on Twitter.

YOUR POSITION WITH TNC

The Family Forest Outreach Specialist will join a team of Conservancy staff and agency partners working together to increase and improve management and conservation of family-owned forest land in Allegany and Garrett counties, Maryland. This 2-year grant funded position will work directly with landowners and the agencies who provide technical assistance for managing and protecting wildlife habitat and forest health on private lands. The Specialist will play a key role in the success of our Family Forest Stewardship Project, which is demonstrating targeted marketing and a collaborative customer service model to expand benefits of science-based forest management to family forest landowners.

ESSENTIAL FUNCTIONS

The Family Forest Outreach Specialist will serve landowners who respond to our targeted marketing campaign, helping them find the information, technical support or financial resources to restore or maintain wildlife habitat and improve forest health on their wooded land. The Specialist will gather information from the landowner, review data available in existing databases, and consult with forestry and wildlife experts to provide landowners with recommendations and referrals to appropriate programs, resources, and agency staff. The Family Forest Outreach Specialist will track the progress of each landowner's engagement with agency staff and programs and continue to assist the landowner and partners as needed to complete projects that contribute to landowner goals. This may include following up with landowners about next steps, helping schedule field visits, assisting with paper work or applications, and supporting third-party contract administration.

RESPONSIBILITIES & SCOPE

- Perform landowner intake assessment and initial referrals for family forest landowners who respond to outreach campaign in Garrett and Allegany counties.
- Follow up with landowners to ensure they get the support and assistance they need to complete priority forest management and conservation projects on their lands. Projects could include forest stewardship planning, wildlife habitat restoration, invasive species control, commercial or pre-commercial timber harvest, estate or easement planning, forest or wildlife monitoring, riparian buffer planting, or others.
- Assist with increased coordination among staff from partner agencies including MD Department of Natural Resources (Forest Service, Wildlife and Heritage), Natural Resources Conservation Service (NRCS), MD Extension Service, and the Maryland Environmental Trust.
- Assist staff and partners to develop and oversee implementation of 3-6 projects on private or public lands that demonstrate innovative, underutilized or hard-to-fund management approaches.
- Maintain and use the American Forest Foundation's landowner engagement database to support follow up and to track outcomes.
- Assist with written reports to project funder.
- Use GIS to support project planning and reporting.
- May work in variable weather conditions, at remote locations, on difficult and hazardous terrain and under physically demanding situations.

MINIMUM QUALIFICATIONS

- Bachelor's degree in wildlife, ecology, forestry, conservation biology, natural resources management or related field and 2 years related work experience or equivalent combination of education and experience.
- Experience with Microsoft Office suite.
- Experience coordinating multiple projects.
- Experience handling standard business communications.

DESIRED QUALIFICATIONS

- Strong people skills to quickly establish productive relationships by interacting with others in ways that build rapport and trust.
- Knowledge and understanding of current trends and practices in forestry, land management, and natural resource conservation, including species and habitat conservation.
- Knowledge of western Maryland natural history and understanding of Eastern deciduous forest ecosystems.
- Knowledge of state and federal cost-share programs preferred.
- Ability to complete tasks independently within assigned time frames.
- Ability to manage multiple priorities, with assignments sometimes coming from a number of sources.
- Ability to coordinate project information from a number of sources to populate databases, create reports and produce manual files.
- Experience utilizing databases for data entry and report production.
- Experience using GIS for basic mapping and analysis.
- Strong administrative skills including attention to detail and numerical ability.
- Ability to plan, administer and record results of team meetings and activities.
- Multi-lingual and multi-cultural or cross-cultural experience appreciated

ORGANIZATIONAL COMPETENCIES

Builds Relationships	Builds productive relationships by interacting with others in ways that enhance mutual trust and commitment.
Collaboration & Teamwork	Works collaboratively with stakeholders across levels, geographies, backgrounds, and cultures to improve decisions, strengthen commitment, and be more effective.
Communicates Authentically	Communicates proactively and in a timely manner to share information, persuade, and influence with the appropriate level of detail, tone, and opportunities for feedback.
Develops Others	Takes ownership to help develop others' skills, behaviors, and mindsets to help them maximize their workplace contributions.
Leverages Difference	Demonstrates commitment to harnessing the power of differences strategically; consistently sees, learns from, and takes strategic action related to difference; and demonstrates the self-awareness and behaviors to work across differences of identity and power respectfully and effectively with all stakeholder. Actively seeks to build and retain a diverse workforce and fosters an equitable inclusive workplace by drawing upon diverse perspectives.
Systems Leadership	Thinks and acts from a broad perspective with a long-term view and an understanding of 1) the dynamic nature of large-scale challenges and 2) the need for integrating five key practices: skillfully engaging appropriate people; providing a clear process for change; taking a holistic view of situations; focusing on a small number of strategic actions, while learning from and adapting them over time; and being aware of how one's own thinking or patterns of behavior may be limiting change.

This description is not designed to be a complete list of all duties and responsibilities required for this job.

The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of men and women of diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.