JOB ANNOUNCEMENT
Corridors and Crossings Program Coordinator

Position type: Full Time, Exempt
Location: Bozeman, Montana
Preferred start date: February 1, 2019
Salary: Commensurate with experience, includes generous benefits package
Application Closing date: January 10, 2019

Position Description
The Center for Large Landscape Conservation (CLLC) seeks an individual who is passionate about large landscape conservation and is interested in assisting with our work on ecological connectivity and wildlife corridors and crossing structures. The Coordinator will contribute to our creative and dynamic team working to increase habitat connectivity in the Rocky Mountain West and beyond. The Program Coordinator will also be available to assist in other CLLC programs and projects as needed and promote large landscape conservation throughout the Northern Rockies, North America, and globally.

The Program Coordinator will work with the Corridors and Crossings Program team to help manage and facilitate our on-going work on connectivity projects. We work at a variety of scales from local, county, state, and tribal projects, to national and international work. We are looking for a self-starter with project management experience who is ready to hit the ground running. Qualified candidates will also ideally have a background in ecology or natural resource policy/planning as well as experience working in the non-profit world. This will be a highly dynamic position that will range from coordinating and organizing logistics, meetings, and travel for other program staff, to tracking grants, funding and reporting, to assisting in project work, outreach, education, coalition-building, research and writing. Experience communicating complex ideas in a way that resonates with a broad constituency, from the interested 7th grader to the technical practitioner, is ideal but not required. Some travel to regional and national meetings, workshops and conferences will be required.

About CLLC
CLLC is a small 501(c)(3) nonprofit corporation, located in Bozeman, Montana, offering a supportive, flexible, and dynamic work environment. CLLC’s mission is to strategically connect ideas, individuals, and institutions to conserve Earth’s resilient, vital large landscapes. On the ground, large landscape conservation means enhancing the conservation value of wild and working lands, helping conserve key connections between landscapes, implementing climate adaptation and resilience initiatives. CLLC is a connector organization that has built strong working relationships with state and federal agencies, tribal partners, private land trust organizations, and other conservation NGOs, particularly those working on landscape-scale issues. Learn more at www.largelandscapes.org.
Program Duties
• Assist senior staff with Corridors and Crossings (C and C) program development, implementation, and outreach
• Coordinate and organize logistics for meetings and conferences including travel, lodging, food, supplies, and more
• Act as the liaison between C and C program staff as well as between C and C and other programs at CLLC
• Track and provide verbal and written monthly updates on project work, funding, grants, and reports, or as needed.
• Present CLLC findings, evaluations and related information to program partners on specific C and C initiatives
• Edit, proofread and format reports including graphics and accurate citations
• Oversee production of communications outreach and educational materials
• Review literature, synthesize and provide written reports on research topics
• Develop relationships and communicate with project partners to sustain stakeholder networks through individual outreach, newsletters, and other activities aimed at building coalitions

Essential Training and Skills
• Experience in ecology, conservation biology, climate change science, wildlife or natural resources management, environmental policy, or equivalent; Masters and 2+ years of experience is preferred
• Excellent written, oral, and interpersonal communication skills
• Ability to facilitate meetings and take and synthesize notes for C and C program
• Ability to work with CLLC staff and partners as well as independently, and to manage multiple concurrent projects and tasks effectively while meeting deadlines and reporting requirements
• Excellent computer skills (Word, Power Point, Excel preferably InDesign) and outreach and media skills (Constant Contact, web manipulation, social media).
• Ability to work flexibly and respectfully with a variety of stakeholder groups including tribes, researchers, conservation practitioners, agency personnel, land owners and advocates, who contribute to collaborative decision-making
• Ability to accomplish planned work activities to achieve a particular objective, while maintaining sufficient flexibility to adapt to new challenges and opportunities. Strong critical and strategic thinking skills
• Familiarity with environmental policy, law, campaigns, and the legislative process

Required
• Project management experience
• Grant writing, tracking, and reporting experience
• Enthusiasm for working with people from a variety of backgrounds
• Comfort and experience with public process, meetings and presentations
• Experience with designing and conducting program monitoring and evaluation protocols
• Friendly and adaptive personality
• Familiarity with key conservation issues and initiatives in the Northern Rockies region
• Ability to travel overnight on multiple consecutive days and possession of a valid driver’s license
Preferred

- Strategic planning experience
- Meeting facilitation experience
- Cross-cultural experience, preferably with tribes or First Nations

This position will be based in Bozeman and will average 40 hours per week. Benefits include a 401(k), health insurance and generous paid vacation policy.

How to Apply

Please email katie@largelandscapes.org “Corridors and Crossings Program Coordinator” in the subject line. Attach IN A SINGLE PDF WITH YOUR NAME AS THE FILENAME:

- Cover letter briefly explaining how your experiences, skills, and interests are a good fit for this position,
- CV or resume,
- Three references with contact information and their relationship to you

CLLC is an Equal Opportunity Employer

Employment at CLLC is open to all. Employment decisions are made without regard to sex, race, color, age, national origin, religion, disability, marital status, sexual orientation, gender identity/expression, citizenship, pregnancy or maternity, veteran status, or any other status protected by applicable national, federal, state or local law.