

Emerging Leadership Initiative Program Coordinator

Hours and duration: Up to 20 hours/week for one year upon hiring. Potential for extension contingent on funding as the partnership is working to secure funding for a second year.

Compensation: \$30/hour

Location: Remote position, with some travel required throughout the year. Preference to those living in a Western state in order to stay connected with the Western Collaborative Conservation Network's mission.

Description

This part-time position is created in partnership between [Crowd Conservation](#) and the [Western Collaborative Conservation Network](#) (WCCN). Learn more about the [partnership here](#).

New hire will report to Crowd Conservation's Lead Facilitator Nicole Reese, and have a close working relationship with the WCCN Emerging Leadership Working Group.

"Emerging leadership" is when an individual steps into a leadership role in the conservation field with an innovative vision for the future of collaborative conservation and the motivation, passion, and collaborative mindset to work toward that vision.

The purpose of the Emerging Leadership Initiative is to assist emerging leaders in collaborative conservation. Conservationists stepping into leadership roles need support to become better facilitators, communicators, and collaborators through mentorship and capacity building initiatives. Crowd Conservation and the WCCN seek to connect emerging leaders with the mentors and resources they need, catalyze leaders' skill development, and provide support in their conservation efforts. In order to assist emerging leaders, we must first understand best practices for developing leadership skills, mentorship practices, and identify barriers and solutions to those obstacles. This involves researching existing materials and articles, conducting focus groups, and interviewing key stakeholders.

The role of the Emerging Leadership Program Coordinator is to seek ways to coordinate support for emerging leadership in collaborative conservation at regional, national, and international scales, distill best practices, and communicate these efforts through multi-scalar networks. The deliverable for this position at the end of the year of employment will be to create a **mentorship best-practices toolkit**.

Duties and Responsibilities

The Emerging Leadership Program Coordinator will split their time between the WCCN's regional efforts and Crowd Conservation's national and international efforts to curate, connect, and communicate best practices that support emerging leaders and expand their capacity for effective, collaborative approaches to conservation issues.

Support of Western Collaborative Conservation Network's Efforts (50% - 10 hrs/week)

WCCN The Program Coordinator will assist the Network's Emerging Leadership Working Group in its day-to-day functions including:

- Design and host peer-exchanges to connect emerging leaders
- Facilitate monthly WCCN Emerging Leadership Working Group meetings
- Plan and coordinate several Emerging Leadership focus groups across the Western US
- Convene and facilitate a core team of diverse advisors to guide the initiative's efforts
- Conduct interviews, collect resources and tools, and curate information on emerging leadership & mentorship best practices
- Search for and catalog established mentorship programs across the West
- Develop a Mentorship "Toolkit" summarizing these best practices for mentors and emerging leaders
- Fundraise for future Emerging Leadership Initiative work

Support of Crowd Conservation Efforts (50% - 10 hrs/week)

CC The Program Coordinator will also assist with communication and facilitation of conservation projects for Crowd Conservation including:

- Maintain Crowd Conservation's website
- Regularly create content for social media, blog posts, and educational materials about conservation best practices and skill-building for emerging leaders
- Synthesize lessons learned through researching articles, books, podcasts, interviews, etc. related to conservation, facilitation, collaboration, communication, leadership, and mentorship
- Connect with national and international conservation youth, emerging leadership, and mentorship programs to glean best practices, assist with promotion of their efforts, and contribute to the conversation on emerging leadership and mentoring the next generation of conservation leaders
- Provide support for Crowd Conservation's facilitation projects

Qualifications:

Eligible candidates will possess:

- A demonstrated record of collaborative leadership and skill as a facilitator (e.g. convening a collaborative group, leading diverse focus groups, etc.)
- Experience working with an environmental conservation project
- A commitment to justice, equity, and inclusion in all facets of their work
- Demonstrated cultural competency and ability to work successfully with diverse perspectives, and engage community members across a broad range of experiences. Thrives in cross-cultural spaces and embraces humility
- Strong communication skills and familiarity with virtual communication tools such as Wordpress, MailChimp, Canva, and social media platforms

- Capable of coordinating a remote team
- A passion for collaborative conservation and supporting the next generation of conservation leaders
- Interest in engaging with the WCCN and other national and regional networks around the topic of emerging leadership
- The ability to commit to working remotely 20 hours/week for the next 12 months (flexible schedule to allow for participation in designated meetings virtually during the work week)
- The ability to travel for in-person meetings when required

Preferred Qualifications

- Experience working within a cross-boundary conservation project
- Passion for researching, learning from others, and improving your own leadership skills
- Experience managing online communications such as e-newsletters, websites, social media platforms
- Experience writing articles, blogs, and social media posts for non-technical audiences
- Experience conducting interviews, focus groups, surveys, etc. for educational endeavors
- A systems thinking approach to collaborative coordination

Notice

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

Crowd Conservation is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive in this role to apply.

How to Apply

Applications are due by 5pm Monday Oct 23.

In your cover letter, please highlight your experience with the following key skills and proficiencies:

- Facilitation or collaborative leadership experience
- Communication and outreach skills
- Work/coordination approach - how comfortable are you with remote, collaborative, and self-directed work?

Please submit your cover letter and resume to Nicole Reese at: Nicole@Crowd-Conservation.org. When you apply, please also indicate how you came to learn of this job posting. Thank you for your interest in this position!