Program Coordinator II - Conservation Coordinator

https://careers-usu.icims.com/jobs/3398/program-coordinator-ii---conservation-coordinator/job

City Park City

Posted Date: 2 weeks ago (3/5/2021 10:05 AM)

Requisition ID: 2021-3398

# of Openings: 1

Job Locations: US-UT-Park City

Category (Portal Searching): Other

Position Type: Benefited Full-Time

Job Classification: Exempt

College: Extension

Department: Swaner EcoCenter

Advertised Salary: Commensurate with experience and excellent benefits

Overview

The position runs a wide range of conservation programs at the Swaner Preserve and EcoCenter, including those detailed below. As the primary steward of USU’s Swaner Preserve, the successful Program Coordinator II will be able to effectively manage and restore the wetland preserve, create strategic community partnerships, and develop research opportunities.

This position includes some evening and weekend work and reports to the Director of Swaner Preserve and EcoCenter. This position will do rigorous activity, including snowshoe, hike, walk through wetlands, carry heavy loads of equipment, carry out long days of outdoor physical activity in hot and cold temperatures, wet conditions, etc.

Responsibilities

Conservation Duties (Approximately 60% of time)

- Design and implement land management and conservation plans.
  - Plan and organize stream restoration projects. This includes projects such as willow harvest, willow planting, installation of streambank conifer revetments, beaver dam analogs, and others as needed.
  - Manage all aspects of weed management, including working with a contractor for herbicide application, engaging and managing volunteer groups, and pulling small infestations and isolated plants.
- Independently address management concerns (often rural-urban interface issues including recreation, wildlife, domestic pets, neighbors, etc.) as they arise.
• Anticipate future and long-term challenges to the Swaner Preserve and recommend strategies to address them.
• Research innovative and emerging land management strategies that may further Swaner’s goals of restoring and maintaining native ecosystems for wildlife habitat and water quality.
• Develop priorities and opportunities for Preserve-based research.
• Manage Swaner Conservation Endowment spendable funds and conservation budget.
• Oversee conservation staff and seasonal interns.
• Monitor plantings, treatments, and restoration projects for success.
• Monitor the Preserve as a whole to maintain an understanding of current conditions, changes, and developing and changing management needs.
• Coordinate water quality station and display operation by training and managing volunteers and working with our USU Water Quality Extension partners.
• Recruit, organize, train, and manage interns and volunteers for land restoration projects.
• Map preserve features and management issues for integration into Preserve mapping and record-keeping.
• Work with conservation easement holders to ensure monitoring is completed and requirements are being met.
• Manage Swaner Herbarium. Includes collaboration with USU Herbarium, data entry to become part of online database
• Other projects as needed or as directed by the Director

Conservation Outreach Duties (Approximately 20% of time)

• Design, plan, and implement adult education programs such as the community series of lectures and tours, Master Naturalist Classes, and others as directed by the Director.
• Train and coordinate other Swaner staff members to help with these events when necessary.
• Represent Swaner Preserve and EcoCenter at public and private events through speaking, tabling, or other means.
• Assist with Preserve-based education opportunities as needed, which may include both youth and adult programs.

Other Expectations (Approximately 20% of time)

• Promote conservation efforts and accomplishments through local media outlets and social media.
• Maintain accurate and up to date information regarding conservation on the website and other outreach materials.
• Build strong relationships with community members, including individuals, organizations, and other conservation professionals.
• Collaborate and coordinate with other Extension Agents and Specialists on programming and other resources.
• Respond promptly and professionally to client requests for information or assistance.
• Build a positive professional reputation at the county level.
• Assist with the writing of grants on topics relevant to area of work.
• Work with donors to develop relationships and project funding.
• Collects and maintains program records and data.
• Assist with other Swaner projects, that may require the work of the whole team, as directed.

Qualifications

Minimum Qualifications:

• Bachelor's degree in a related field plus two years of relevant work experience; or a master’s degree in a related field; or an equivalent combination of education plus experience is
required. Related fields include but are not limited to environmental science, environmental studies, ecology, natural resources, recreation resource management, and watershed sciences.

- Must be a team player and work effectively with coworkers, visitors, volunteers, and other professionals.
- Must display strong human relation skills and be able to pleasantly interact with a wide variety of individuals.
- Effective communication skills, both written and oral.
- Skilled in the use of personal computers and related software.
- Organized and able to manage many projects and jobs simultaneously.
- Ability to solve complex problems using prior knowledge and creativity.

**Preferred Qualifications:**

- Strong knowledge of ecology, botany, wildlife biology, or watershed sciences.
- Experience using GIS and remote sensing.
- Experienced naturalist.
- Strong knowledge of local conservation issues and conservation community.

**Required Documents**

Along with the online application, please attach:

1. Resume to be uploaded in the Candidate Profile
2. Cover Letter to be typed/pasted into a text box at the end of application

**Document size may not exceed 10 MB.**

**Advertised Salary**

Commensurate with experience and excellent benefits

**ADA**

The environment and physical requirements may change depending on the specific function of the work each department performs. Incumbents may be in both indoor and outdoor environments. Indoors, in an office space, event space, or public space are protected from weather conditions, but not necessarily from temperature changes. Incumbents may nearly continuously sit and often use repetitive hand motion (such as typing). Outdoors, incumbents may not be protected from weather conditions and may be exposed to extreme heat and extreme cold. Additionally, indoor or outdoor work environments may include being confined or in narrow spaces for periods of time. The incumbent may also be exposed to loud noises or vibrations from equipment, and conditions that may affect the respiratory system, such as fumes, odors, dusts, mists, gases, and poor ventilation. Bending, crawling, and crouching may be required. Incumbents may be required to lift, push, and/or pull objects up to 50 pounds and be required to walk and/or stand for long periods of time.

**University Highlights**

Utah State University (USU) was founded in 1888 and is honored to be Utah’s land-grant and space-grant university. USU is a Carnegie RU/H (Research University/High Research Activity) institution with approximately 27,700 students (24,660 undergraduates and 3,040 graduate students) on the Logan main campus. Utah State’s statewide system features eight campuses and 23 education centers and serves all counties in the state with Extension programs. USU offers 114 undergraduate majors, 132 graduate programs, and a variety of innovative stackable associate and certificate credentials. Washington Monthly ranked USU 14th in their national university rankings in 2019 and the 5th best
public national university in the nation in 2018. As one of the two premier research institutions in Utah, USU is proud to provide a high-quality education at an affordable price. Additional information about Utah State University can be found here.

A core characteristic of USU is engagement with communities and people in economic development, improvements to quality of life, and human capital. Through the practical application of knowledge, the University and its faculty engage and share expertise with the state, nation, and world, preserving the historical land-grant tradition of partnering with communities to address critical societal issues in the interest of the public good.

The USU main campus is located in beautiful Logan, Utah; a city of about 50,000 situated in a picturesque mountain valley about 80 miles north of Salt Lake City. Outstanding recreational opportunities abound in the nearby mountains and proximate region.

Notice of Non-discrimination

In its programs and activities, including in admissions and employment, Utah State University does not discriminate or tolerate discrimination, including harassment, based on race, color, religion, sex, national origin, age, genetic information, sexual orientation, gender identity or expression, disability, status as a protected veteran, or any other status protected by University policy, Title IX, or any other federal, state, or local law.

The following individuals have been designated to handle inquiries regarding the application of Title IX and its implementing regulations and/or USU’s non-discrimination policies:

**Executive Director of the Office of Equity** Alison Adams-Perlac, alison.adams-perlac@usu.edu, Old Main Rm. 161, 435-797-1266

**Title IX Coordinator** Hilary Renshaw, titleix@usu.edu, Old Main Rm. 161, 435-797-1266.

For further information regarding non-discrimination, please visit [https://equity.usu.edu/](https://equity.usu.edu/), or contact: **U.S. Department of Education**, Office of Assistant Secretary for Civil Rights, 800-421-3481, OCR@ed.gov

**U.S. Department of Education**, Denver Regional Office, 303-844-5695, OCR.Denver@ed.gov

USU is sensitive to the needs of dual career couples and provides a [Dual Career Assistance program](https://equity.usu.edu/) to support careers for partners who are also seeking employment.