

Lakeshore Natural Resource Partnership

Partner Project Coordinator

Applications accepted until August 31, 2024
Anticipated Start Date: October 1, 2024

Job Description

Assist the Director of Projects, and the Director of Partnerships and Programs with project deliverables, specifically focusing on partner lead projects. For organizational information, visit lnrp.org

Position Responsibilities

Administration (30%):

- Support grant reporting and project oversight
- Create data driven impact reports for partner project events
- Develop a system to track impact for partner projects and events in order to quantify work
- Manage volunteer database and create system for tracking volunteer hours
- Participate in LNRP staff meetings

Fundraising (20%):

- Aid in project fundraising efforts, including grant writing, grant identification, and sponsorship solicitation
- Design promotional materials for partner events and additional outreach materials
- Assist with partner fundraising events as needed
- Update the LNRP website and story map to reflect current projects

Programming (50%):

- Coordinate partner events related to project deliverables
- Construct GIS maps for project deliverables and LNRP impact more broadly
- Create and maintain municipal profiles- tracking opportunities, partners, ongoing projects and government turnover
- Coordinate outreach for projects as needed
- Facilitate expansion of key programs

Preferred Qualifications

- Bachelor's Degree in conservation related field (ie: Biology, Environmental Science, Ecology)
- Good verbal and written communication skills
- GIS proficiency
- Located in or near LNRP service range (Ozaukee County to Door County)

- Ability to work from home
- Valid drivers license and access to a reliable vehicle
- Experience working independently, self motivated
- Flexible attitude and sense of adventure

Salary and Expenses: Position will be salaried at 32 hours per week. Salary range for this position will be \$35,000 to \$38,000, commensurate with experience. Monthly stipend of \$35 will be offered to offset work-from-home expenses. Required deductions will be subtracted from the gross pay rate. Travel is to be reimbursed at the current rate used by the Federal IRS.

Position Location and Schedule Flexibility: LNRP employees have the option of working remotely from a home office setting of their choice and design. Occasional in-person team and stakeholder meetings will be scheduled at locations throughout the organizational mission service area, including at the team office located in Port Washington. Employees are entrusted with the flexibility to schedule their work days as they deem appropriate and necessary, but are generally expected to be available between the weekday hours of 9:00 a.m. and 3:00 p.m.

Employee-At-Will and Termination: All LNRP positions are Employees-At-Will. At-will means that an employer can terminate an employee at any time for any reason, except an illegal one, or for no reason without incurring legal liability. Likewise, an employee is free to leave a job at any time for any or no reason with no adverse legal consequences.

With additional questions and to submit your application, please email a cover letter, resume, and three current references to Amy Lentz at amy@lnrp.org with the subject line “Partner Project Coordinator Position.”