Job Title: California Program Coordinator

Organization: Wildlands Network

Location: Remote – California, Nevada

Reports to: California Program Director

About Us: Wildlands Network is committed to preserving and protecting wildlife and their habitats across California. Our organization promotes coexistence between wildlife and communities, advocating for sustainable practices and conservation initiatives.

For over 33 years, Wildlands Network has protected movement pathways for wildlife by applying conservation biology research and passing innovative policies to create meaningful, lasting change on the landscape. Collaborating closely with local communities, we design and implement place-based projects while strengthening state and Federal wildlife protection policies. Our mission is to reconnect, restore and rewild North American so life - in all its biodiversity - can thrive. We re-establish connections between critical habitats across North America to restore ecological function, recover healthy wildlife populations, and foster climate-resilient landscapes.

California lies in the heart of the Wildlands Network’s Pacific Wildway, an initiative to reconnect and restore connectivity from Southern British Columbia through Washington, Oregon, Nevada, and California, to Baja California Sur, Mexico. As a global biodiversity hotspot and the most populous state in the nation, California features both challenges and opportunities in terms of protecting functional landscapes that allow life in all its diversity to thrive. Connecting California with its neighbors is essential to conserve the Pacific Wildway, which at finer scales is comprised of multiple regional pathways nested within California’s borders.

Our California Program pursues achieving a “Connected California” by serving in the following roles:

❖ Catalysts for connectivity solutions and infrastructure adaptations
  - identifying and linking projects and stakeholders through science-based assessments, prioritization, communication, and policy recommendations for road crossings that intersect with wildlife linkages.

❖ Capacity-builders for under-resourced agencies, NGOs, and Tribes
  - generating financial and human resources for prioritized place-based project designs and implementation, and advocating for more staff inside agencies to support this work

❖ Conveners for stakeholders and funders
  - mobilizing and networking stakeholders to bridge gaps across multiple scales between individuals and institutions and facilitate connections between public and private partners.
Legal and policy experts drafting and advancing needed legislation, and sustaining the dialogs necessary for successful legislative campaigns

These roles complement one another and promote deep and effective collaboration to protect and enhance connectivity across California. Below we break down each of these roles defining specific outputs targeted for each type of activity.

Job Description:

The California Program Coordinator will provide essential support to the California Program Director in managing daily operations and advancing internal and external organizational and project goals. The successful candidate will play a crucial role in ensuring the smooth functioning of our California program and contributing to the success of our conservation efforts. The California Coordinator must have a passion for wildlife conservation and advancing the mission of the organization.

Responsibilities:

1. **Internal Management**: Coordinate with various departments regarding project developments and updates to ensure efficient communication within the organization.

   The California Program engages in statewide campaigns as well as on-the-ground projects. To ensure all Wildlands Network departments are apprised of programmatic developments, the California Coordinator will be responsible for communicating important project updates to Wildlands Network staff. These include, but are not limited to, the following:
   - relaying legislative updates to the Policy Director
   - coordinating with the Communications Team on project milestones and outreach materials
   - soliciting input with the Science team on research design and data findings and reports
   - connecting with the Development team on funding opportunities

2. **Calendar Management**: Manage the Program Director's calendar, schedule appointments, and coordinate meetings and events.

   The California Coordinator will be responsible for scheduling and sending calendar invitations, reminders, and agendas for meetings, including quarterly stakeholder project updates, team meetings, and virtual and in-person events. The Coordinator must also adjust schedules, as needed, and resolve scheduling conflicts to optimize efficient use of time.

3. **Data Management**: Maintain accurate records and databases, including donor information, project files, and contact lists.

   The California Program manages a wide network of organizations, members of the public, government agency staff, and Tribes. The California Coordinator will be responsible for managing database of stakeholders and project partners associated with each project and tracking donor information and relevant updates to various donors and foundations. They will regularly update stakeholder information and project partners details to ensure most up-to-date information and utilize the database to facilitate, communication, collaboration, and engagement with stakeholders across various projects.
The California Coordinator will also be responsible for timely and organized uploads of project documents, photos, and data to designated, cloud-based repositories, including SharePoint and Air.

4. **Meeting Support:** Assist in organizing meetings, preparing agendas, taking minutes, and ensuring timely follow-ups.

   In addition to calendar management, the California Coordinator will be responsible for organizing project meetings, preparing agendas to send in advance of meetings, in coordination with both California director and project partners, taking notes during calls, and ensuring timely follow-ups among meeting attendees.

5. **Travel Arrangements:** Coordinate travel arrangements for staff, including booking flights, accommodations, and transportation.

   The California Director and project partners often travel to project sites and to the Capitol for policy campaigns. The California Coordinator will also be expected to travel on occasion. The California Coordinator will be responsible for booking travel arrangements, including booking hotels, conference rooms, and flights. The Coordinator will also be responsible for tracking and submitting expenses and receipts associated with travel.

6. **Communication:** Draft, proofread, and edit documents, reports, and presentations as needed.

   The California Coordinator will be responsible for drafting, proofreading, and editing various documents, including support letters, proposals, fact sheets, reports, and presentations. The California Coordinator will develop powerpoint presentations for various speaking events.

7. **Event Coordination:** Assist in planning and coordinating events, workshops, and conferences.

   The California Coordinator will be responsible for sending and tracking event invitations, researching and booking conference rooms/venues and ordering food, timely communication with event attendees, and assisting in other logistics, as needed.

   The California Coordinator will also be responsible for sending documents, maps, merchandise to print for in-person site visits, meetings, and legislative campaigns.

8. **General Support:** Provide administrative support to the California Program Director and other staff as required.

   Wildlands Network works in a broad variety of project areas, and the California Program currently has the smallest staff of any of the organization’s programs, requiring the California Coordinator to be able to work independently and be resourceful in advancing projects and campaigns. The California Coordinator will also have opportunities to engage in substantive project work.

**Qualifications:**

- Passion for wildlife conservation and environmental advocacy.
- Proven experience in administrative support roles, preferably in a nonprofit or environmental organization or volunteer role.
• Demonstrate reliability in fulfilling job duties and commitments, consistently meeting deadlines.
• Strong organizational and time management skills.
• Excellent communication skills, both written and verbal.
• Proficiency in Microsoft Office Suite and other relevant software.
• Attention to detail and accuracy in data entry and record-keeping.
• Ability to work independently and collaboratively in a fast-paced environment.
• Experience managing complex projects on deadline.

**Application Process:** To apply for the position of California Program Coordinator, please submit a resume and cover letter detailing your qualifications and interest in the role to mari@wildlandsnetwork.org. Please include "California Coordinator Application" in the subject line. We will review applications on a rolling basis until the position is filled.

**Position Type:** Full-time (40 hours); Salaried, Exempt

**Compensation:** $55,000-$65,000/year

**Note:** Due to the anticipated number of applicants, only those selected for an interview will be notified. However, all interested parties are encouraged to apply, as we continuously review resumes from prior applicants for new positions.