



San Francisco Bay Joint Venture/Point Blue Conservation Science Job Announcement

Position: Policy and Communications Coordinator

Location: San Francisco Bay Area (preferred, other locations considered)

Compensation: \$80,000 to \$94,000 depending on experience.

Benefits: Point Blue provides a comprehensive benefit package including employer paid medical and dental for staff and 75% for dependents. Other benefits include life insurance, long-term care, long- and short-term disability, flexible spending accounts, and retirement plans.

The San Francisco Bay Joint Venture (SFBJV) seeks a Policy and Communications Coordinator to join our staff in support of our partnership's work to improve and increase habitat for wildlife in the San Francisco Bay Area. The SFBJV is a public-private partnership involving federal, state, non-profit, and industry members. Partners include land managers, scientists, regulators, planners, engineers, public agencies, private foundations, private industry, non-profits, and advocates throughout the nine San Francisco (SF) Bay Area counties. The SFBJV works to protect, restore and enhance habitats through project implementation and by advancing related science, policy and communication priorities to achieve the goals outlined in the SFBJV Implementation Plan. The SFBJV provides key forums to share information, discuss regional issues, identify priorities and strategies, and take action. The Policy and Communications Coordinator works with partners on regional, state, and federal policies and initiatives that influence funding and implementation of on the ground conservation actions towards our habitat goals and serves as liaison and informational contact to federal, state, and private groups. This position includes convening, researching, writing, and educating partners and decision-makers on priority issues and initiatives. This position does not involve any lobbying.

Initiatives identified for urgent action over the coming two years include facilitating state and federal funding towards support of wetland and wildlife projects and programs, advancing beneficial use of sediment for wetland restoration and shoreline resilience, and supporting regulatory efficiencies to help increase the pace and scale of wetland protection and restoration.

The SFBJV is funded by the U.S. Fish and Wildlife Service (USFWS) and grants from other partners and programs. The Policy and Communications Coordinator operates as an employee of Point Blue Conservation Science, who is a member of the Joint Venture management board and contributes to JV working committees.

Essential Functions:

Advance Policy and Communications Strategy: 40%

- Track and pursue existing and emerging opportunities to advance SFBJV habitat goals through regional, state, and federal public policy and funding priorities identified in the SFBJV Implementation Plan, Operational Plan and other work planning documents.
- Facilitate and track SFBJV partner discussions and actions on public policy development, regulations, and budget issues related to wildlife and its habitat in SFBJV.
- Lead policy initiatives in conjunction with SFBJV Management Board, Staff and partners to develop focused and effective policy related to implementing SFBJV's conservation mission.
- Build strong working relations with public agencies, elected and appointed officials and their staffs, and partner organizations to help advance SFBJV priority conservation activities.

- Coordinate with partners to develop strategic messages and educational materials to provide to congressional representatives and other decision-makers during national, state, and regional meetings.
- Develop, track, inform and educate key stakeholders about policy, regulations and budget issues related to wildlife and its habitat in SFBJV.
- Represent SFBJV in coalitions and on various advisory committees related to policy and communications.
- Develop, implement, and update policy and communications strategies and work plans, in coordination with the Policy Committee Chair, the Management Board, the Coordinator, and other regional experts.
- Identify, evaluate, and engage key audiences to reach and/or involve with SFBJV policy and communications programs and materials.
- Develop a sharing strategy for the SFBJV Implementation Plan.
- Help identify and secure public and private funding for SFBJV activities and programs.

Convening, General Communications, and Writing: 35%

- Serve as lead staff and project manager for initiatives and actions identified as work plan priorities for the Policy and Communications programs.
- Provide support for SFBJV Policy and Communications committee meetings, with guidance from Coordinator and Committee Chairs. Includes developing meeting content, executing all communications and logistics, and completing follow-up actions. Creates quarterly and annual summaries of committee accomplishments.
- Draft comment letters, white papers and other statements from SFBJV as directed by the Management Board. Seek review of letters and papers and secure consensus to reflect SFBJV partnership's position.
- Collaborate with JV staff, partners, and design contractors to write, update, edit, and produce communication materials such fact sheets, website content, videos, portable displays, and the like.
- Work with other staff and partners to develop clear, easy-to-understand and scientifically accurate materials that build awareness of the SFBJV's strategic priorities and key programs.
- Develop content as needed and work with other staff to maintain SFBJV website, bulletin, and social media.
- Write annual work plans, in coordination with the Policy Committee Chair, Communications Committee Chair, the Management Board, the Coordinator, and other regional experts.
- Promote the Joint Venture mission, tools, and partner projects with target audiences and develop new audience forums for policy and outreach.
- Host and provide workshops for JV partners on policy and communications topics that can assist them in helping to achieve Joint Venture goals.
- Prepare materials for policy and outreach events and attend or secure SFBJV staffing representation.
- Schedule and organize tours of wetland restoration projects for decision-makers as outlined in strategic planning documents and work plans and/or requested by partners.
- Establish systems for and manage all communications assets – imagery, handouts, talking points, and other assets- so they are easily accessible to staff.

Regional and National Committees: 15%

- Engage with staff from other Migratory Bird Joint Ventures to coordinate at broader landscape scales and on landscape-scale issues.
- Engage in related regional and national forums.

Other Duties as Assigned: 10%

- Perform special projects and research as assigned.
- Perform other duties as assigned.

Supervisory Responsibility:

None currently, but could be developed

KNOWLEDGE/SKILLS/ABILITIES

- In-depth first-hand knowledge of regional, state, and federal policy and funding processes with a focus on natural resource conservation programs.
- Self-directed and highly motivated team player. Experience working in a collaborative environment.
- Demonstrated commitment to excellence and integrity in all aspects of work.
- Demonstrated practice of emotional intelligence through self-awareness and self-management.
- Exceptional oral and written communications as well as editorial skills including public speaking.
- Knowledge and experience managing projects of varying complexity; able to assemble information from a variety of sources to create a clear plan and cohesive product.
- Experience in collaboratively preparing and presenting proposals, letters of comment, informational white papers, and policy positions.
- Ability to persuasively convey the mission of SFBJV to diverse groups including government officials and user groups who are critical to achieve our goals.
- Inspires confidence; demonstrates an affinity with the interests of scientists and conservation managers; solicits and responds well to feedback.
- Ability to manage deadlines, work collaboratively, prioritize and work under pressure with a positive can-do attitude.
- Ability to work in partnership with other organizations in a collaborative and advisory capacity.
- Ability to travel frequently within the region, state (Sacramento), and quarterly to Washington, DC.
- Skills operating Microsoft Office programs.

Preferred Education and Experience:

This position requires a combination of education and experience. Applicants will possess an undergraduate degree, preferably in conservation biology, ecology, environmental sciences, environmental policy and planning, or other related fields and/or approximately 4-5 years of policy experience.

Work Environment & Physical Requirements:

- This position operates in a professional office environment.
- This position will make occasional field site visits and must be able to work in remote field locations with uneven terrain and limited vehicle access or cell phone reception.
- Routinely uses standard office equipment such as computers, phones, photocopiers, scanners, and filing cabinets.
- Work environment is indoors with majority of time spent sitting at a desk.
- Ability to stand, bend, stoop, sit, walk, twist and turn.
- Ability to lift up to 25 pounds occasionally.
- Ability to use a computer keyboard and calculator.

Position Type, Expected Hours of Work, and Travel:

- This is a full-time position.
- Days and hours of work are Monday through Friday.
- Infrequent evening and weekend work may be required as job duties demand.
- Frequent travel within the region, state (Sacramento), and at least annually to Washington, DC.

Our Benefits:

Point Blue provides a comprehensive benefit package including employer paid medical and dental for staff and 75% for dependents. Other benefits include life insurance, long-term care, long- and short-term disability, flexible spending accounts, and retirement plans.

Compensation:

This position is posted with a salary range of \$80,000 to \$94,000 depending on experience.

How to Apply

Send your resume and cover letter, along with your salary expectations to: sscoggin@sfbayjv.org and cc jobs@pointblue.org. Use "Policy and Communications Coordinator" as the subject line. Position open until filled.

Point Blue is proud to be an equal employment opportunity and affirmative action employer. We do not discriminate against applicants or employees because of race, color, religion, national origin, marital status, sex, sexual orientation, gender identity, age, citizenship status, disability status of an otherwise qualified individual, membership or application for membership in an uniformed service, or membership in any other class protected by applicable law and will make reasonable accommodation for applicants with disabilities to complete the application and/or participate in the interview process.