



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

Position: Conservation Program Coordinator

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

Compensation: \$70,000 to \$75,000 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 Conservation Program Coordinator (CPC) 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 CPC works with other SFBJV staff and partners to provide essential tools and services to the conservation community, including project tracking, mapping, and related communications and reporting along with crafting and convening meetings and events that advance discussion and action. The CPC serves as a liaison and informational contact to partner initiatives throughout the region. This position provides an excellent opportunity to work directly with the entire breadth of conservation practitioners across the region and is perfect for someone with strong organizational and communication skills who wants to make a measurable difference for birds, other wildlife, and their habitats.

The SFBJV is funded by the U.S. Fish and Wildlife Service (USFWS) and grants from other partners and programs. The Conservation Program 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:

Program and Working Committee Planning and Delivery: 25%

- Provides support for SFBJV working committee meetings for the Conservation Delivery and Science working committees, with guidance from the 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.
- Serves as lead staff and project manager for initiatives and actions identified as work plan priorities for the Conservation and Science programs.

- Supports other staff on implementation of actions related to Communications and Policy programs, particularly where these actions interface with the conservation and science programs.
- Supports strategic planning processes related to the work of staff, committees, and the management board.
- Assists in the coordination of implementation actions approved by the SFBJV Management Board.
- Prepares correspondence, technical reports, administrative records, and materials.

Project Tracking, Review, and Reporting: 25%

- Manages all elements of SFBJV habitat project data tracking and reporting in coordination with partners.
- Facilitates updates and implementation of SFBJV project adoption criteria and process for considering new SFBJV projects.
- Works closely with partners, including the San Francisco Estuary Institute (SFEI) and the San Francisco Bay Restoration Authority, among others, in management and updates to data in project tracker.
- Works with SFEI to create and jointly manage online “dashboards” where summaries of project accomplishments will be shared publicly.
- Engage in coordinated habitat mapping efforts.
- Prepares content for required annual report to the USFWS and other requests and communications related to Project Tracker and the SFBJV projects in EcoAtlas.
- Manages project design review program and SediMatch program.

Administration: 20%

- Provides administrative support to the Coordinator in terms of meeting scheduling, note taking, report preparation and similar tasks.
- Work with other staff to maintain SFBJV website, bulletin, and social media
- Prepares and submits invoices for payment.
- Participates in the annual self and peer review process.

Management Board Coordination: 10%

- Assists the Coordinator with planning, logistics, and follow up for quarterly Management Board meetings.

Partnership Development and Management: 10%

- Assists in building and maintaining partnerships with other organizations to deliver programs that address SFBJV priorities and maintain contact lists.
- Communicates with stakeholders to keep them informed and engaged in the work of SFBJV.

Other Duties as Assigned: 10%

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

Supervisory Responsibility:

None. Potential to supervise future program support interns.

Knowledge, Skills, and Abilities:

- Knowledge of SF Bay ecosystems and wetland restoration.
- Excellent organizing skills (personal, organizational).
- Self-directed and highly motivated team player.
- Demonstrated commitment to excellence and integrity in all aspects of work.
- Demonstrated practice of emotional intelligence through self-awareness and self-management.
- Experience in program management and strategic planning.
- Knowledge and experience managing projects of varying complexity.
- Excellent writing, verbal, and editing/proofreading communication skills.
- Strong computer skills including MS Office Suite.
- Ability to self-direct work, prioritize, manage multiple tasks and responsibilities, and meet deadlines.
- Strong problem-solving skills.
- Ability to listen and navigate multiple viewpoints and perspectives and recommend solutions to challenges.

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 3 years of experience in project or program implementation, ideally within a conservation-focused agency or organization.

Work Environment & Physical Requirements:

- This position operates in a professional office environment with the potential to be either partially or fully remote. In person work to be conducted in accordance with local health guidelines.
- Routinely uses standard office equipment such as computers, phones, copiers, scanners, and filing cabinets.
- Work environment is indoors with the majority of time spent sitting at a desk.
- Ability to stand, bend, stoop, sit, walk, twist, and turn (accommodations possible).
- Ability to lift up to 25 pounds occasionally.
- Ability to use a computer keyboard.

Position Type, Expected Hours of Work, and Travel:

- This is a full-time position.
- Days and hours of work are generally Monday to Friday but can be varied according to the season and project.
- Infrequent evening and weekend work may be required as job duties demand.
- Some travel is expected for this position within the San Francisco Bay area, primarily to and from site visits and meetings. Some additional travel may be required occasionally to attend meetings and conferences.

How to Apply:

Send your resume and cover letter, along with your salary expectations to: sscoggin@sfbayjv.org and cc jobs@pointblue.org. Use "SFBJV Conservation Program Coordinator" as the subject line. Position open until filled with resume screening beginning in June and interviews beginning in July, 2022.

Point Blue is an equal employment opportunity employer and does not discriminate against applicants or employees because of race, color, religion, national origin, sex, age, sexual orientation, citizenship status, disability status of an otherwise qualified individual, membership or application for membership in a 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.