

Job Announcement

Programs Coordinator

with Friends of Nevada Wilderness



FRIENDS of NEVADA WILDERNESS

Location: Based in the Las Vegas office with frequent weekend and overnight travel throughout Nevada

Supervisor: Southern Nevada Director

Employee Classification: Full-Time, Exempt

Schedule: Flexible 40-hour week, including weekend and overnight work

Date Closing: Open Until Filled (posted 4/24/17)

Purpose of Position: The Programs Coordinator will inspire interest, appreciation and stewardship of public lands across Nevada by engaging people at community events and at volunteer projects, and supports outdoor and environmental learning and service with Friends of Nevada Wilderness in the following ways:

- Leads volunteer appreciation events, displaying knowledge of stewardship program, the overall organization, and Nevada's public lands history and geography.
- Hosts the monthly Wild Speaker Series and annual Wild & Scenic Film Festival and Volunteer Appreciation Picnic
- Leads and organizes Community events and hosts educational presentations about our public lands in Nevada and the Friends of Nevada Wilderness programs to develop a broad base of supporters and regular volunteers that reflect the age range and diversity in Nevada
- Maintains partnerships with businesses and community organizations by scheduling and hosting regular outreach days and participating in events.
- Remains knowledgeable of public lands in the political landscape and presents threats and issues to the public
- Gathers support via petitions to benefit public lands
- Authors content to be shared via emails to members, blog and writes press releases for Friends of Nevada Wilderness events.
- Strong ability to discuss the benefits of becoming a Friends of Nevada Wilderness member
- Coordinates and supports stewardship projects with land management agencies and ensures they are mission-oriented and appropriately funded.
- Leads and supports volunteer stewardship projects in Nevada's backcountry, with safety and care of volunteers the top priority.
- May supervise field technicians, crews, and service volunteers (including AmeriCorps).
- Works with Finance to maintain certain grants, including application, budgeting, and reporting.
- Assists with pre- and post-trip logistics, including budgeting and shopping, packing, unloading and cleaning, and volunteer data entry and reporting.

Skills Required

- Ability to hike for up to ten hours with a 40-pound backpack. A doctor's medical release may be required.
- Must be 18 years of age or older with a valid driver's license and a clean driving record.
- Minimum requirement of Basic First Aid, which can be obtained after hire. Wilderness First Aid or Wilderness First Responder certification is desirable.
- Excellent organizational, writing and communication skills, including public speaking.
- GPS use and map reading will be essential along with basic computer skills (including Microsoft Word and Excel) and photography skills.

- Professional demeanor, including appropriate dress and behavior, whether in the field, the office, or in an agency meeting.
- *Must have personal hiking and backpacking equipment.*

Experience and Education Required: Excellent communication skills and ability to interface with the public on difficult issues. Outdoor camping, travel and survival skills. Volunteer or crew management experience in a backcountry setting. Knowledge of Nevada's backcountry, geography, and history through an advanced degree or demonstrable experience. High school diploma or GED required.

Compensation: \$33,500 - \$38,750 plus benefits

Note: *This position is only available in Las Vegas. There is no option to work from the Reno office.*

To Apply: Send your resume, cover letter, and three references to employment@nevadawilderness.org. Please direct any questions to employment@nevadawilderness.org.

Friends of Nevada Wilderness is an equal opportunity employer.
www.NevadaWilderness.org