

Conservation Project Coordinator

Who We Are:

The Nature Conservancy's mission is to protect the lands and waters upon which all life depends. As a science-based organization, we create innovative, on-the-ground solutions to our world's toughest challenges so that we can create a world in which people and nature thrive. We're rooted in our Mission and guided by our Values, which includes a [Commitment to Diversity](#) and Respect for People, Communities, and Cultures. Whether it's career development, flexible schedules, or a rewarding mission, there's lots of reasons to love life #insideTNC. Want a better insight to TNC? Check out our [TNC Talent playlist on YouTube](#) or on [Glassdoor](#).

Our goal is to cultivate an inclusive work environment so that all our colleagues around the globe feel a sense of belonging, and that their unique contributions to our mission are valued. We know we'll only achieve our Mission by hiring and engaging a diverse workforce that reflects the communities in which we work. In addition to the requirements in our postings, we recognize that people come with talent and experiences outside of a job. Diversity of experience and skills combined with passion is a key to innovation and a culture of inclusion! Please apply – we'd love to hear from you. To quote myriad TNC staff members, "you'll join for our mission, and you'll stay for our people."

What We Can Achieve Together:

At TNC, we are committed to protecting biodiversity and reducing the threat of climate change through equitable conservation at scale. The Colorado Business Unit has an important role to play in meeting TNC's ambitious regional, national, and global goals. The Conservation Project Coordinator will work collaboratively with the Business Unit's Conservation Project Manager, Conservation Director, and other conservation team members to advance a suite of priority projects in our portfolio. Drawing on strong organizational skills and project management experience, the position will drive increased coordination, collaboration, and collective effort.

The Conservation Project Coordinator works with Business Unit conservation teams across a suite of priority projects to advance our strategic goals. They will be responsible for ensuring project teams are well-coordinated and that project deliverables are completed on time and within budget. This work may include coordinating regular team conversations, incorporating input from business unit leadership or other advisors, managing project timelines and tasks, holding team members accountable, and facilitating productive team discussions. The Conservation Project Coordinator will use project management knowledge, strong organizational skills, and a collaborative spirit to enable teams to advance conservation outcomes and communicate effectively.

We're Looking for You:

Are you looking for work you can believe in? At TNC we strive to embody a philosophy of Work that You Can Believe In where you can feel like you are making a difference every day. We're looking for someone with strong experience in coordinating to help us achieve our strategic conservation goals.

The ideal candidate should have exceptional project management and communication skills. This is an exciting opportunity to contribute to creating a world where people and nature thrive!

What You'll Bring:

- A combination of education and experience equivalent to a bachelor's degree and 3 years of experience in conservation practice and/or project coordination and management.
- Experience supporting or co-leading complex and/or multiple projects across teams and departments.
- Experience in project management.
- Experience completing tasks independently, organizing time, and managing diverse activities to meet deadlines.
- Strong team player who can build relationships and work collaboratively across the organization and with TNC partners.

DESIRED QUALIFICATIONS

- 3-5 years of experience in conservation practice and/or project coordination and management.
- Ability to distill and analyze information in order to ensure coordination, plan key activities, and solve problems.
- Self-starter with ability to generate work plans with limited support in line with conservation team outcomes, goals, strategies, and plans.
- Experience managing and facilitating teams, including motivating without authority, team building, and conflict resolution.
- Ability to communicate effectively with diverse individuals and teams to achieve results.
- Experience managing project budgets, timelines, and deliverables.
- Strong organizational skills and attention to detail.
- Knowledge of project management tools.
- Knowledge of current conservation issues and challenges in Colorado and the Western U.S.
- Creativity, particularly in helping teams find solutions to unexpected challenges.
- Multi-lingual skills and multi-cultural or cross-cultural experience are appreciated.

What We Bring:

Since 1951, The Nature Conservancy has been doing work you can believe in protecting the lands and waters that all life depends on. Through grassroots action, TNC has grown to become one of the most effective and wide-reaching environmental organizations in the world. Thanks to more than 1 million members, over 400 scientists, and the dedicated efforts of our diverse staff, we impact conservation throughout the world!

The Nature Conservancy offers a competitive, comprehensive benefits package including: health care benefits, flexible spending accounts, 401(k) plan including employer match, parental leave, accrued paid

time off, life insurance, disability coverage, employee assistance program, other life and work wellbeing benefits. Learn more about our benefits at in the [Culture Tab](#) on nature.org/careers.

We're proud to offer a work-environment that is supportive of the health, wellbeing, and flexibility needs of the people we employ!

This description is not designed to be a complete list of all duties and responsibilities required for this job.

Salary Information:

The estimated starting salary for this position is dependent on qualifications and experience. The starting salary is \$58,000 to \$61,000. annually.

How to Apply:

To apply for job ID 52711 , submit your materials online by using the Apply Now button at <https://careers.nature.org/> by 11:59 PM EST on . Need help applying? Visit our [recruitment](#) page or contact applyhelp@tnc.org.

The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of people of diverse backgrounds, beliefs and culture. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law.

TNC is committed to offering accommodations for qualified individuals with disabilities and disabled veterans in our job application process. If you need assistance or an accommodation due to a disability, please send a note to applyhelp@tnc.org with Request for Accommodation in the subject line.

Our Competencies:

BUILDS RELATIONSHIPS	Builds productive relationships by interacting with others in ways that enhance mutual trust and commitment.
COLLABORATION & TEAMWORK	Works collaboratively with stakeholders across levels, geographies, backgrounds, and cultures to improve decisions, strengthen commitment, and be more effective.
COMMUNICATES AUTHENTICALLY	Communicates proactively and in a timely manner to share information, address important issues, persuade, and influence with the appropriate level of detail, tone, and opportunities for feedback.
DEVELOPS OTHERS	Takes ownership to help develop others' skills, behaviors, and mindsets to help them strengthen their workplace contributions.
DRIVES FOR RESULTS	Sets challenging goals and objectives based on a strong sense of purpose and high-performance standards and steadfastly pushes self and others for tangible results, while ensuring work-life balance.
LEVERAGES DIFFERENCE	Demonstrates commitment to harnessing the power of differences strategically; consistently sees, learns from, and takes strategic action related to difference; and demonstrates the self-awareness and behaviors to work across differences of identity and power respectfully and effectively with all stakeholders. Actively seeks to build and retain a diverse workforce and fosters an equitable inclusive workplace by drawing upon diverse perspectives.
SYSTEMS LEADERSHIP	Thinks and acts from a broad perspective with a long-term view and an understanding of 1) the dynamic nature of large-scale challenges and 2) the need for integrating five key practices: skillfully engaging appropriate people; providing a clear process for change; taking a holistic view of situations; focusing on a small number of strategic actions, while learning from and adapting them over time; and being aware of how one's own thinking or patterns of behavior may be limiting change.

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For Internal Reporting:

Job Title: Conservation Project Coordinator

Job Family: Conservation

Internal Job Code: 700031

Salary Grade: 5

Status: Salaried

PeopleSoft Job ID Number:

Date: December 2022