



## HIGH LINE CANAL CONSERVANCY

Connecting Communities—Connecting Nature  
from the foothills to the plains

### ~Position Posting~

March 2024

**Title:** Field Coordinator  
**Reports to:** Natural Resources Manager  
**Duration:** 1-2 Year Position  
**Compensation:** \$21 - \$25 per hour, commensurate with experience. Includes a competitive benefits package with medical, dental, life and disability insurance, generous time off policy and retirement plan with 3% match after one year

This is a full-time, non-exempt, termed position. Occasional weekend, early morning and evening work will be required. Work includes physical requirements such as driving, walking, standing, lifting and digging. This is a hybrid position with estimated work in office (30%), remote (10%) and outside on the trail (60%). Position requires a valid driver's license and use of a personal vehicle.

#### High Line Canal Conservancy

An extraordinary feat of engineering now 140 years old, the 71-mile High Line Canal is outliving its historic function as an irrigation utility and has taken on new life as a recreational resource, wildlife corridor and green stormwater infrastructure. The High Line Canal Conservancy is a nonprofit organization with the mission to preserve, protect and enhance the High Line Canal in partnership with the public through stewardship, community engagement and collaboration with local agencies.

#### Position Summary

This position provides a unique opportunity to be part of a passionate and growing nonprofit dedicated to the long-term protection and enhancement of one of the nation's longest and most unique urban recreational and ecological assets.

The Field Coordinator will work under the direction of the Natural Resources Manager and in close partnership with the local jurisdictions along the Canal. The Field Coordinator will spend significant time on the trail implementing and coordinating Canal maintenance efforts, monitoring the work of contractors, completing field inspections and data collection, and supporting restoration and environmental stewardship projects.

#### Responsibilities

The Field Coordinator will organize the following maintenance, stewardship and management activities to ensure projects are completed on schedule and within budget.

#### Monitoring of Contracted Maintenance

- Manage contractors to ensure compliance with contractual obligations, Conservancy goals and partner expectations.
- Assist with development of operational tools for field reporting and monitoring of schedules and budgets. Maintain, update and distribute reports and data to project partners.
- Coordinate youth corps programs, providing technical support and education.
- Assist Communications staff in informing the public about ongoing maintenance and stewardship projects by answering trail user questions and placing signage on the Canal.

### Ecological Restoration and Enhancement

- Support volunteer stewardship programs, providing leadership for tree planting efforts and assistance for noxious weed and brush removal events in coordination with Programs staff.
- Maintain and monitor newly planted trees and other vegetation, including routine mulching and weeding.
- Collect field data to inform stewardship efforts, including monitoring trash and debris and inventorying saplings regenerating along the Canal.

### Manage Canal-wide Furnishings

- Monitor and maintain Conservancy owned furnishings including benches and signage. Repair, paint, replace and remove graffiti as necessary.
- Coordinate with bench and signage installers, staking locations for new benches and signs, calling in utility locates and overseeing contractor installation.
- Streamline systems for addressing community reports of damage or graffiti to furnishings, ensure concerns are addressed in a timely manner.

### Conservation Easement Monitoring and Data Collection

- Perform conservation easement monitoring on the Canal, working closely with the Natural Resources Manager to refine monitoring processes.
- Collect and manage Canal-wide datasets, including leading the Canal-wide trail user count, which requires regular relocation and reinstallation of trail counters.

## Qualifications

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### Required Qualifications

- Bachelor's degree in related field or 2 years of relevant work experience.
- Valid driver's license and personal vehicle that can be used for work. Ability to maintain an acceptable driving record. Mileage will be reimbursed.
- Ability to perform a wide range of physical and manual tasks, including using hand tools in an outdoor environment under a variety of weather conditions. Physical ability to stand, walk, kneel and lift heavy objects on a regular basis.
- Available to work occasional evenings and weekends as needed.
- Experience with Microsoft Office: Outlook, Word, Excel, and PowerPoint.

### Desired Skills/Competencies

- Experience or knowledge in the areas of natural resources management, landscape ecology, forestry, horticulture, environmental science, or contract administration is preferred.
- Knowledge in field data collection, experience with ArcGIS or similar software preferred.
- Knowledge of Colorado Front Range ecosystems, plant identification experience desired.
- Spanish language skills desired.

### Abilities and Personal Characteristics

The ideal candidate will have a strong identification with the mission and purpose of the High Line Canal Conservancy and will bring the following characteristics:

- Collaborative: Ability to utilize excellent interpersonal communication skills to work cooperatively with colleagues in a small-team environment, coordinate closely with partners and stakeholders, and to work efficiently, meet deadlines and maintain accurate records.
- Self-motivated: Ability to work independently and is highly organized with strong problem-solving skills, attention to detail and an ability to multi-task.



- **Adaptable:** Demonstrates a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Inclusive:** Committed to reducing barriers that prevent equitable access to outdoor spaces, decision making processes and other resources related to engagement in nature and the outdoors.

## **Application Instructions**

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Qualified applicants are encouraged to apply by sending a resume and cover letter addressing the applicant's interest in and qualifications for the position. Please send both documents as one PDF attachment in an email to [employment@highlinecanal.org](mailto:employment@highlinecanal.org). No phone calls, please. All High Line Canal Conservancy employees are required to undergo a background check. This is an at-will position.

**This position is open until filled.**

*The Conservancy is dedicated to the principles of equal opportunity for all employees, applicants, volunteers, program and event participants, trail users and visitors, partners, and other organizational stakeholders. We prohibit unlawful discrimination and harassment based on age, race, sex, color, religion, creed, national origin or ancestry, disability, military status, genetic information, native language, sexual orientation, transgender status, gender identity, gender expression, marital status, gender, veteran status, political service, and affiliation or any other status protected by applicable state or local law. This prohibition includes unlawful harassment based on any of these protected classes.*

*Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.*

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every qualification. At the Conservancy we are dedicated to building a diverse, inclusive, and authentic workplace. If you are interested in this role but your experience does not check all of the boxes, we encourage you to go ahead and apply. You may be the right candidate for this or another role in our organization.

