

**WOOD RIVER LAND TRUST
JOB DESCRIPTION**

Title: **PROJECT COORDINATOR**
Supervisor: Land Protection Specialist
Date Revised: December 2017

SUMMARY OF POSITION

The Project Coordinator, working closely with the Executive Director (ED), Deputy Director (DD) and the Land Protection Specialist (LPS) other staff, and Board of Directors, and is responsible for research, development, management and implementation of land, water and resource protection projects and project related educational outreach in the Wood River Land Trust focus area. The Project Coordinator is responsible for advancing the Land Trust's land protection goals, including fundraising and project related grant writing and management. This position works closely with public agencies and municipalities, private community members and regional partners. The Project Coordinator is a full-time position and may supervise interns and volunteers.

DUTIES

1. Works with the ED, LPS and Board to identify conservation priorities and opportunities.
2. Manages project grants through completion; tasks include drafting and submitting grant proposals and progress reports, official correspondences, managing records and budgets, coordinating contractors and all other tasks pertaining to projects.
3. Assists ED, DD with development and implementation of land and water protection projects in the Wood River Land Trust focus area. Works with landowners in individual conservation projects, including project development and baseline studies, as assigned.
4. Researches funding opportunities, including federal grants, foundations, corporate funders, and individual donors. Under direction of DD and LPS, prepares funding proposals and makes contacts with potential funders.
5. Manages day to day operation of projects as assigned by LPS.
6. Attend appropriate training seminars as applicable to job description.

REQUIREMENTS

1. Clearly demonstrated experience and skills related to the performance of the above responsibilities. Ability to develop, write and manage project-related grants.
2. Superior communication skills, both oral and written. Strong written composition skills for thorough handling and managing multi-year projects. Excellent judgment and calm demeanor under pressure. Excellent interpersonal communication and presentation skills.

3. Solid understanding of the fundamental principles of river restoration, ecology and/or land management.
4. Excellent organizational skills. Ability to set priorities, manage time, work under pressure and manage multiple projects/deadlines efficiently.
5. Demonstrated ability to develop and address strategic priorities. Attention to detail and ability to organize and manage diverse activities, set priorities, and remain flexible under pressure.
6. Experience working with agency and funding programs would be an asset.
7. Demonstrated ability to work individually and as part of a team. Work well with the other project staff, outside contractors, and government regulators.
8. Demonstrated ability to think outside the box to solve difficult conservation-related problems.
9. Willingness and ability to travel frequently to fulfill job requirements. Some weekend and overnight work required.
10. Valid driver's license.
11. A passion for the mission and goals of The Wood River Land Trust.

Education: Four- year degree in environmental science, biology, environmental studies, or related fields

Certificates, licenses: No

Entry-level opportunities: Yes

Desirable traits and skills: Problem solver; attention to detail; strong communication skills; analytical.