



Conservation Project Coordinator

Job Description

Department	Conservation Strategy and Planning
Reports to	Conservation Director
Date	11/25/24
Status	Full time, Exempt / Grant-funded to 2029 with the possibility of extension
Wage Range	\$76,000 to \$85,000 annually
Schedule	Full time, 40 hours per week, Monday through Friday Occasional weekends and evenings
Location	In person at Land Trust of Santa Cruz County office

Job Summary:

As Conservation Project Coordinator you will apply your exceptional attention to detail and your passion for working with people to deliver high-impact projects focused on the restoration of the Pajaro River Estuary, wildlife connectivity, and community access to nature. As part of a coordinated team, you will lead and support actions that advance project outcomes and grant deliverables.

As we plan and implement the largest wetland restoration project in our county's history and develop critical wildlife connectivity projects, you will collaborate with our team to apply a project management framework that guides workflows and prioritization. Your role will include coordinating advisory teams to ensure robust input and well-vetted outcomes. To support the successful implementation of these projects, you will develop and

manage requests for proposals and bids for planning, design, and construction contracts. Additionally, you will track schedules and budgets, process invoices, and prepare grant reports—fulfilling obligations and fostering relationships to secure future funding.

With full support from our team, you will work with internal and external advisors and stakeholders to plan and run an effective collaborative process. Your goal will be to deliver robust site assessments, restoration concepts, and designs through to construction. Together, we will host a series of meetings and input opportunities that respect diverse perspectives and ensure efficient use of everyone's time. You will manage rosters, coordinate communications and schedules, and organize stakeholder feedback. Working closely with staff, you will help develop meeting sequences and agendas that drive progress toward milestones. For select sessions, you will facilitate discussions with an action-oriented approach, structuring engagement to achieve tangible outcomes.

You will join a high-performing, highly collaborative team supported by advanced software tools, which you will quickly adopt. Bringing your expertise, experience, and unique skill set, you will take on responsibilities that leverage your capabilities to their fullest. As our grant-funded programs continue to grow, you will play a key role in forging lasting partnerships to address complex challenges. Your contributions will leave an enduring impact on both the natural environment and the communities of Santa Cruz County.

This job is a full-time position with benefits. Work hours total 40 hours per week, typically including some weekend days and evenings.

The Land Trust of Santa Cruz County operates in an ecologically and demographically diverse region of central California. We recognize that our organization does not represent the human diversity of our region that will enhance our work and impact. The Land Trust aspires to be an organization representative of the communities we serve. We are looking for people with

a passion for nature, land protection, and teamwork. We encourage everyone to apply for our available positions, even if they don't meet all the hiring criteria listed in the job description.

Primary Duties

Partner, Stakeholder and Contractor Coordination - 40%

- Coordinate a highly effective collaborative process with partners and stakeholders
- Sustain communications with collaborative process participants to ensure optimal engagement and action-oriented outcomes
- Maintain rosters and schedules for project advisory teams, using Microsoft Outlook contacts, calendars and email
- Collaborate with the project team to design agendas, capture and distribute notes, and track action items
- Manage and coordinate internal teamwork using Asana
- Enable asynchronous collaboration by maintaining project file sharing sites using Microsoft SharePoint and/or ArcGIS Experience Builder
- Manage the logistics of in-person and online (Zoom and Teams) meetings, events and field trips
- Execute meetings to advance project outcomes, facilitate select discussions
- Deliver presentations, tours and other experiences to develop and solidify partnerships

Project Development and Support - 40%

- Analyze projects to develop project plans, Gantt charts and critical paths; break down projects and track execution using Asana
- Manage the request for proposals and bid process for recruiting and securing consultant and construction contractor services
- Track invoices and expenditures in collaboration with our Finance Department
- Write grant narrative reports and organize invoice documentation, including detailed expense tracking using Microsoft Excel

- Provide on-site and off-site support for contractor, staff and partners during the site assessment, planning and construction phases
- Apply your unique toolkit to advance project outcomes

Organizational Support - 20%

- Support the External Affairs team in developing funding opportunities and grant proposals
- Coordinate with the Engagement team to provide content for the Land Trust website and social media
- Assist in hosting community and member events
- Other duties as assigned

Required Qualifications

- Three years of professional experience in project-based work
- Strong organizational and time management skills
- Experience coordinating teams to meet deadlines
- Excellent interpersonal skills, high aptitude for active listening
- Mastery of (or ability to quickly learn) the software tools associated with this position such as Microsoft Suite, Asana, Zoom, and expense tracking software
- Ability to work independently while maintaining frequent communication with team members
- Deep knowledge and experience with the conservation issues of Santa Cruz County
- Bachelor's degree in a relevant discipline such as the social or natural sciences, natural resource management, nonprofit administration, education, business, or related fields

Preferred Job Knowledge, Skills, Ability and Experience:

- Additional professional experience (3-5 years) related to natural resource management and stakeholder engagement
- Proficiency in spoken Spanish
- Training in designing and facilitating effective meetings
- Training in stakeholder engagement practices

- Residency in Santa Cruz County
- Proficiency with ArcGIS including tools like Experience Builder
- Experience working under contracts and grants

To apply:

Submit a cover letter and resume, in one combined pdf document, to: job@landtrustsantacruz.org. Include the position title in the subject line of your message.

The first review of applications will start January 3, 2024 and the position will remain open until filled. Applications will continue to be reviewed as long as the position is listed at <https://landtrustsantacruz.org/careers/>. The position is planned to start during or before February 2025.