The Nature Conservancy

Saving the Last Great Places

JOB DESCRIPTION

JOB TITLE: Assistant Natural Resource Manager
JOB FAMILY: Conservation - Field
JOB NUMBER: 8031
FLSA STATUS: Exempt
RELATED POSITION TITLES: Preserve Manager, Ranch Hand, Land Steward, Field Coordinator

ESSENTIAL FUNCTIONS:

The Assistant Natural Resource Manager (ANRM) position requires an enthusiastic, self-starter, action-oriented person with some field experience in natural resources management in Hawaii. The position will focus on providing entry level land managers with two years of on-the-job training and mentoring in all facets of natural resource management. This is a two-year training program and the ANRM position will be terminated at the end of the program.

The ANRM will provide support to and assist the Natural Resource Manager and island field crews in priority management actions, including but not limited to ungulate control, weed control, restoration and outplanting, management planning, data analysis, GIS mapping and analysis, fire prevention activities, public use management, grant writing, and preparing and giving outreach presentations. The ANRM will work with TNCH staff, interns, volunteers, and other agency or private partners on a regular basis.

A significant amount of the ANRM’s time will be allocated to attending training workshops and in-the-field learning exercises, and interacting with the broader conservation team within the Hawai‘i Chapter of The Nature Conservancy. The ANRM will be expected to complete short-term project assignments and to lead discussions related to these assignments during formal and informal workshops.

KNOWLEDGE/SKILLS:

- Bachelor’s degree in biology, ecology, natural resources management or related field and at least 6 months of experience in land management activities or projects in Hawaii.
- Ability to develop timeframes and then complete tasks within timeframes.
- Experience working with or knowledge of natural ecosystems. Ability to recognize plant and animal species as required to complete preserve management activities. Knowledge of Hawaiian plants, animals, and conservation issues is required.
- Experience supervising others in the completion of tasks is preferred; desire to learn how to supervise and manage others effectively is required.
- Experience or ability to safely use and maintain preserves tools and equipment, including power and construction tools.
- Ability to perform physical work, sometimes under adverse conditions or in inclement weather.
- Ability to obtain related licenses or certifications such as first aid, CPR, herbicide application, driver’s license.
- Working knowledge of MS Word, Excel, Access, PowerPoint, and ArcView is preferred.

COMPLEXITY/PROBLEM SOLVING:

- Resolves preserve management problems independently as delegated.
- Consult with supervisor to develop plans for resolution of unusual or complex problems.
- Ability to prioritize tasks and develops timelines for project completion.
- Monitor the progress of work groups toward achieving preserve management goals.
DISCRETION/LATITUDE/DECISION-MAKING:
• Make day-to-day decisions affecting individual work and work of project teams.
• Consults with supervisor in event of any unusual circumstance, problem or question that falls outside of general preserve management realm.

RESPONSIBILITY/OVERSIGHT –FINANCIAL & SUPERVISORY:
• May supervise preserve management staff, interns, and volunteers.
• Plan and direct preserve work groups, including other staff or volunteers.
• Purchase equipment and supplies as provided for in budget, in consultation with supervisor, monitoring annual budget as needed to ensure appropriate spending limits.

COMMUNICATIONS/INTERPERSONAL CONTACTS:
• Ability to communicate work instructions to other preserve management team members, including volunteers.
• Ability to interact professionally with preserve visitors, communicate preserve information, lead preserve field trips and direct workdays.
• Ability to function productively as a member or leader of a work team.

WORKING CONDITIONS/PHYSICAL EFFORT:
• Willingness to work long hours in an isolated setting.
• Ability to perform tasks requiring physical exertion, outdoors, in all weather conditions and on difficult and sometimes hazardous terrain.
• Ability to operate heavy machinery.
• Willingness to safely use firearms.
• Work requires extreme physical exertion and/or physical strain to the point of physical fatigue. Work environment involves exposure to job hazard’s where there is a high possibility of injury.
• Willingness and ability to travel regularly to other islands and to work some weekends.

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