JOB DESCRIPTION

JOB TITLE: PROGRAM COORDINATOR, PALMYRA PROGRAM
JOB FAMILY: Conservation Practitioner
JOB NUMBER: 450003 (CPIII)
FLSA STATUS: Exempt

ESSENTIAL FUNCTIONS:
The Coordinator works as part of a small, dynamic team that is responsible for handling the daily operations and fundraising efforts of the Palmyra Project out of the TNC Honolulu Office. Primary fundraising tasks include using TNC’s fundraising database system process gifts to the project, track prospects and donors, and perform analyses and research. Operation tasks include coordinating trip logistics for donor travel to Palmyra including contract administration for hired guides and providing customer support for member/donor inquiries. This position also provides proposal, report and correspondence creation and editing support for the Project Director. Primary programmatic duties include basic accounting activities, volunteer coordination, and logistical concerns regarding island transportation and facility use. Serves as primary contact with Palmyra Atoll Research Consortium (PARC) representatives on coordinating and scheduling all flights to and from Palmyra, use of accommodations and facilities on Palmyra, and assures proper billing for flights and accommodations. The Coordinator will also provide general clerical and administrative services for the Palmyra program staff working towards the achievement of conservation, philanthropy and stewardship goals. Undertakes specific projects to inform strategic initiatives, including gathering, synthesizing, interpreting and analyzing information from external/internal sources. Prepares presentation materials and coordinates team meetings.

This position will report to the Program Director. The majority of work is performed independently and requires initiative, motivation, flexibility, the ability to maintain confidentiality, and the ability to work under pressure to meet deadlines. There will be routine contact with the Conservancy’s legal and finance departments, as well as with members, major donors, government employees and officials, contractors, and Palmyra Island staff.

KNOWLEDGE/SKILLS:
• BA/BS/AS/Technical or vocational degree in related field and one to two years related work experience or equivalent combination of education and experience.
• Excellent interpersonal and verbal communication skills.
• Demonstrated project management skills.
• Demonstrated financial tracking and reporting skills.
• Advanced proficiency in Word, Excel, PowerPoint. Database management skills with ability to produce reports. Ability to use advanced computer functions including navigating the Internet. Familiarity with web-based design and software programs.
• Demonstrated writing, editing, proofreading skills.
• Proven ability in attention to detail and ability to manipulate, analyze and interpret data.
• Proven ability to work independently with little oversight in developing, implementing, and completing projects. Proven ability to work effectively in groups to develop, implement, and complete projects. Demonstrated customer service skills, and demonstrated ability to establish and maintain effective relationships.
• Event planning skills preferred.
• Experience in identifying funding sources and writing successful grants a plus.
COMPLEXITY/PROBLEM SOLVING:
- Coordinates multiple projects with several variables, setting realistic deadlines and managing timeframes.
- Interprets guidelines, evaluates information, and modifies processes to adapt to changing circumstances.
- Resolves routine issues independently.
- Experiments to find creative solutions.

DISCRETION/LATITUDE/DECISION-MAKING:
- Frequent opportunity to act independently.
- Makes sound decisions based on analysis, experience and judgment.
- Performs under minimal and frequently distant supervision, consulting with supervisor in event of any unusual circumstance, problem or question that falls outside of general daily operations.
- Demonstrates common sense, flexibility and teamwork.

RESPONSIBILITY/OVERSIGHT – FINANCIAL & SUPERVISORY:
- Serves as a team leader for assigned projects.
- May work with and direct volunteers, interns or temporary staff.
- May purchase equipment and supplies as provided for in budget and in consultation with supervisor.
- Financial responsibility includes accurate billing of PARC members and donors for costs associated with Palmyra travel, travel reimbursement for project staff and contract administration for trip guides.
- No direct supervision of other staff but works as part of a team to complete projects.

COMMUNICATIONS/INTERPERSONAL CONTACTS:
- Provides other staff with information they need to make accurate and timely decisions.
- Solicit program support through clear written communications, including proposal writing and other written materials. Work with and communicate with a wide range of people – federal and state agency partners, conservationists, donors, internal team members and external partners.

WORKING CONDITIONS/PHYSICAL EFFORT:
- Occasional travel required.
- Ability to work long and/or irregular hours.
- Work requires only minor physical exertion and/or physical strain. Ability to lift up to 50 pounds required when coordinating aircraft and supply boat loading. Work environment involves only infrequent exposure to disagreeable elements.

TO APPLY:
Send cover letter outlining relevant experience and resume to jeber@tnc.org by February 5, 2008.

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