The Nature Conservancy

JOB DESCRIPTION

JOB TITLE: PROGRAM COORDINATOR, PALMYRA
JOB FAMILY: Conservation
JOB NUMBER: 450003 (Conserv Practitioner III)
SALARY GRADE: 4
FLSA STATUS: Exempt

BASIC QUALIFICATIONS:
· BA/BS and 1 year related experience or equivalent combination of education and experience.
· Experience in project management and tracking multiple projects
· Experience with logistical details and organizing travel arrangements. Must be able to make purchases and run errands around town.
· Advanced proficiency in Word, Excel, PowerPoint, and Database management

ESSENTIAL FUNCTIONS:
The Program Coordinator is responsible for handling the daily operations of the Palmyra Project out of the TNC Honolulu Office. This position will coordinate the project management and tracking, communications, research, personnel administration, accounting, volunteer coordination, logistical concerns regarding Island transportation and facility use, and fund raising, via information sharing, communication to team members, proper record keeping, and timely and accurate payment of bills. 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 is the lead in organizing and coordinating purchasing for the Palmyra Project and the logistics of arranging for and loading supply boats and passenger and cargo flights to Palmyra. This will require frequent and possibly complex communications with a number of different companies and contractors. Must be able to provide own transportation to make purchases at various locations around the island of Oahu, Hawaii. May occasionally need to facilitate permitting process between United States Fish and Wildlife Service (USFWS) and PARC representatives for research studies being conducted on Palmyra. 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 Deputy Director. 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. Valid US Passport and Driver’s License required. Ability to attain security clearance required to obtain State of Hawaii Airport Operational Access badge for work on Honolulu International Airport South Ramp.

REQUIRED KNOWLEDGE AND SKILLS:
· BA/BS and one to two years related experience or equivalent combination of education and experience.
· Experience in project management skills.
· Experience in financial tracking and reporting skills.
· Advanced proficiency in Word, Excel, PowerPoint, Access. 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. Experience in identifying funding sources and writing successful grants.

Proven ability in attention to detail and ability to manipulate, analyze and interpret data.

Proven ability with logistical details and organizing travel arrangements.

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.

Experience in customer service skills, and demonstrated ability to establish and maintain effective relationships.

Event planning skills preferred.

**COMPLEXITY/PROBLEM SOLVING:**
- Coordinates multiple projects with several variables, setting realistic deadlines and managing timeframes to ensure completion.
- Interprets guidelines, evaluates information, and modifies processes to adapt to changing circumstances
- Compiles data, resolves disparities and modifies processes to generate plans
- Resolves routine issues independently, consulting with supervisor to develop plans for resolution of complex and unusual problems
- Cultivates and develops creative ideas and experiments to find creative solutions.

**DISCRETION/LATITUDE/DECISION-MAKING:**
- Makes independent decisions based on analysis, experience and judgment
- Perform under minimal and frequently distant supervision, consulting with supervisor in event of any unusual circumstance, problem or question that falls outside of general preserve management realm.

**RESPONSIBILITY/OVERSIGHT – FINANCIAL AND SUPERVISORY:**
- Serves as a team leader for assigned projects and coordinate the work of others.
- Gains cooperation from individuals and teams over whom there is no direct authority in order to accomplish program goals.
- Financial responsibility includes accurate payment and tracking and reporting of expenses, billing of PARC members and donors for costs associated with Palmyra travel, and setting and meeting fundraising objectives.
- May supervise nonexempt employees and oversee contractors and manage specific project budgets.

**COMMUNICATIONS/INTERPERSONAL CONTACTS:**
- Demonstrated communications and presentation skills; ability to persuasively convey the mission to diverse groups including donors, external acadamians and scientists, and others.
- Solicit program support through clear written communications, including proposal writing and other written materials.
- Work with and communicate effectively with a diverse group of people – federal and state agency partners, conservationists, donors, internal team members and external partners.
- Provide a variety of information to staff and others, contributing to conservation projects and assisting workflow throughout the organization.

**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.

**TO APPLY:**
Please complete an online application at [www.nature.org/careers](http://www.nature.org/careers) and upload a resume and cover letter outlining relevant work experience. Deadline to apply is August 29, 2008.

*The Nature Conservancy is an Equal Opportunity Employer.*