JOB DESCRIPTION

JOB TITLE: FIELD REPRESENTATIVE
FIELD FAMILY: Conservation Practitioner
JOB NUMBER: 450004 (CP IV)
FLSA STATUS: Exempt
LOCATION: Na`alehu, Hawaii

BASIC QUALIFICATIONS:
- Experience with conservation and land management trends and practices in Hawai`i.
- Experience with conservation challenges of Hawai`i Island, and ideally of the Ka`u region.
- Experience working with conservation partners, community organizations, and government agencies in Hawai`i to collaborate on conservation projects.

ESSENTIAL FUNCTIONS
The Field Representative works collaboratively with other conservation staff, private landowners, academic institutions, community organizations and agencies to implement regional and landscape scale conservation across the Ka`u region of Hawai`i Island. Plays a leadership role in the identification of conservation priorities and in the development and implementation of landscape management plans and other conservation strategies.

REQUIRED KNOWLEDGE & SKILLS
- Bachelor’s degree and 3-5 years experience in natural resource management or equivalent combination of education and experience
- Familiarity with Hawaiian conservation and with Hawai`i Island, ideally the Ka`u region
- Ability and willingness to apply science to decision-making and guide activities
- Ability to communicate and work closely with scientists
- Experience working with conservation partners, community organizations, government agencies, schools, and donors to recruit support, share information, and collaborate on a project
- Working with media and influential officials, especially governmental, to improve Conservancy programs’ outcomes
- Familiarity with principles of land acquisition
- Knowledge of ecological land management principles
- Knowledge of current trends and practices in conservation, land management, and natural resource preservation
Experience in training and curriculum design
Demonstrated experience communicating effectively with the public and/or media
Ability to complete tasks independently with respect to timeline(s)
Managing time and diverse activities under deadlines while delivering quality results
Working knowledge of common software applications (e.g. Word, Excel, Web browsers)
Excellent communication skills via written, spoken, and graphical means in English and other relevant languages

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
- 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 to improve conservation strategies
- Applies diversified knowledge of scientific principles and practices to a variety of assignments
- Negotiates complex agreements in political environments
- Identifies and disseminates lessons learned, best practices and methods, tools, consistencies and inconsistencies across plans

DISCRETION/LATITUDE/DECISION-MAKING:
- Ability to make sound decisions for TNC in the following areas (legal, financial, conservation, reputation)
- Makes independent decisions based on analysis, experience, and judgment
- Performs tasks with minimal supervision

RESPONSIBILITY/OVERSIGHT – FINANCIAL & SUPERVISORY:
- Supervise administrative and professional staff with responsibility for performance management, training, and development
- Provide direction to, and support of, the on the ground efforts of the Ka’u Preserve Field Coordinator in the planning and implementation of conservation projects within the Preserve, including implementation of products funded through the Natural Areas Partnership Program
- May lead or monitor work groups consisting of staff, interns, and volunteers covering a wide geographic area
- May need to gain cooperation from outside parties to accomplish program goals
- Financial responsibility may include working within/managing a budget to complete projects, negotiating and contracting with vendors, assisting with budget development, and meeting fundraising targets
- Ensures program compliance with internal policies and external requirements

COMMUNICATIONS/INTERPERSONAL CONTACTS:
- Networks with diverse groups, including land owners, conservation partners, government officials, donors, board members, and the general public, to build support for the Conservancy and publicize Conservancy efforts
- Provide a variety of information to staff and others, contributing to conservation projects and assisting workflow throughout the organization
- Work and communicate effectively with a diverse group of people, including scientists, preserve staff, and others, providing and obtaining needed information
- Collaborate with a wide range of conservation partners to identify research needs, present technical concepts at national or international conferences, and support fieldwork
- Provide training for internal and external colleagues on ecological and conservational scientific principles
- Ability to simplify and explain the principles of conservation science and practices to technical and non-technical audiences
- Communicates strategic project goals and objectives

WORKING CONDITIONS/PHYSICAL EFFORT:
The Field Representative may work in variable weather conditions, at remote locations, on difficult and hazardous terrain, and under physically demanding circumstances.

These conditions:
- May require long hours in isolated settings
- May require evening and weekend work to achieve program goals; some travel required
- May demand the ability to work effectively under pressure and to meet deadlines

TO APPLY:
- Complete online application at http://www.nature.org/careers
- Submit resume and cover letter as one document.
  All sections of online application must be completed to be considered for a position.
- Deadline to apply is November 14, 2008.

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