

Job Description

Job Title: Policy Associate
Job ID: 11472
Location: INDONESIA
Full/Part Time: Full-Time
Regular/Temporary: Regular

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ABOUT US

The Nature Conservancy is the world's leading conservation organization, working in all 50 states and more than 33 countries. Founded in 1951, the mission of The Nature Conservancy is to preserve the plants, animals and natural communities that represent the diversity of life on Earth by protecting the lands and waters they need to survive.

ESSENTIAL FUNCTIONS

The Policy Associate compiles various national, provincial & district regulations & legislation's that relate to TNC forest & environmental activities. S/he is responsible to provide value adding research and policy analysis support to senior government relations staff. S/he provides services that assist the government relation staff in influencing the outcome of legislative, planning, and policy initiatives at national, provincial & district.

BASIC QUALIFICATIONS

- Bachelor's degree in political science, environmental policy or other relevant field and 3 years related experience, or equivalent combination of education and experience.
- Experience researching information from divergent sources and compiling it into a cohesive reporting structure.
- Experience with legislative, planning, and policy initiatives at two or more of the following levels: federal, state, county, or municipal.
- Experience writing and editing promotional and informational material.
- Experience presenting to and communicating with government or legislative staff and/or program leadership.
- Experience with MS Office, Word, Excel and navigating the Internet. Database management experience.
- Ability to work with partners/government agencies without violating any restrictions related to conflicts of interest, lobbying former employers, or influencing decision makers.
- Fluency in English and Bahasa (Indonesian)

ADDITIONAL JOB INFORMATION

KNOWLEDGE/SKILLS:

- Bachelor's degree in law, environmental policy or other relevant field and 2 or more year's related experience, or advanced degree in a relevant field plus 1 year related experience.
- Experience researching information from divergent legislative & regulation sources and compiling it into a cohesive analytical reporting structure.
- Ability to organize time and manage diverse activities. Meet deadlines.
- Demonstrated experience in MS Office, Word, and Excel. May require database management skills with ability to produce reports. Ability to use advanced computer functions including navigating the Internet. Ability to manipulate, analyze and interpret data.
- Proven organizational skills and attention to detail.
- Strong writing and analytical skills.
- Fluency in English and Bahasa (Indonesian)

COMPLEXITY/PROBLEM SOLVING:

- Analyze situations, evaluate alternatives, and implement solutions.
- Coordinate multiple projects with several variables, set and meet deadlines, and manage a timeline.
- Resolve routine problems independently; consult with supervisor to develop plans for resolution of unusual or complex problems.
- May act as a resource to others to solve problems.

DISCRETION/LATITUDE/DECISION-MAKING:

- Perform duties under general supervision and established guidelines.
- Prioritize work independently, working with supervisor as needed.
- Make day to day decisions within the scope of work assignments.
- Consult with supervisor to address any issues that affect the work of others or the program as a whole.

RESPONSIBILITY/OVERSIGHT –FINANCIAL & SUPERVISORY:

- Supervises no staff but may help plan and direct the work of volunteers or interns.
- Limited financial responsibility which may include processing check requests, travel expense reports, and petty cash.
- May purchase equipment and supplies as provided for in budget and in consultation with supervisor.
- May assist with program budget preparation and monitoring.

COMMUNICATIONS/INTERPERSONAL CONTACTS:

- Excellent communication and presentation skills; ability to persuasively convey the mission of TNC to diverse groups.
- Work and communicate with a diverse group of people, including government officials, board of directors, government and legislative staff, partner organizations, the public, program leadership and other staff.
- Consistently demonstrate professional, positive, and approachable attitude/demeanor and discretion.
- Writes and edits promotional and informational material.
- Good team-playing skills, including diligence, creativity, good personality, and a healthy sense of humor.

WORKING CONDITIONS/PHYSICAL EFFORT:

- Work requires only minor physical exertion and/or strain. Work environment involves only infrequent exposure to disagreeable elements.
- Work requires willingness to travel on short notice.

BENEFITS

The Nature Conservancy offers competitive compensation, excellent benefits, flexible work policies and a collaborative work environment. We also provide professional development opportunities and promote from within. As a result, you will find a culture that supports and inspires conservation achievement and personal development, both within the workplace and beyond.

HOW TO APPLY

Please submit resume and cover letter as one document no later than October 30, 2009.

Visit www.nature.org/careers/, click View Positions and search for this listing by the position title and/or location. All resumes (CVs) and cover letters must be submitted through The Nature Conservancy's online application system. Please attach them to your application as one document.

If you are having technical problems with the site or application process, contact applyhelp@tnc.org and include job opening ID. Note: Please do not send questions related to specific positions to this e-mail address as they will not be able to be answered.

All sections of online application must be completed (e.g. work experience, education and language skills, even if information is included in resume), to be considered for a position.

Job ID #11472

EOE STATEMENT

The Nature Conservancy is an Equal Opportunity Employer.

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