Job Description

Job Title: Project Officer
Job ID: 12173
Location: CHINA
Full/Part Time: Full-Time
Regular/Temporary: Regular

OFFICE LOCATION
This position is located in Kunming, China.

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 Conservation Coordinator works in a program or preserve office and provides administrative, research, project management and other general assistance to program staff working toward the achievement of protection, conservation or stewardship goals. May manage conservation data, participate in ecoregional planning, develop project packages, respond to landowner inquiries and maintain manual project records. May include collecting, assembling and analyzing various types of data, in the field or through document surveys, producing maps using GIS software and assisting in the production of reports. Work may be done in the field (species monitoring) or be based entirely in an office setting, compiling the information collected by others.

BASIC QUALIFICATIONS
• Bachelor's degree in biology, ecology, natural resources management, Economic, Business Administration, or related field and 2 years related work experience or equivalent combination of education and experience.
• Knowledge of Microsoft Office suite.
• Experience coordinating multiple projects.
• Experience handling standard business communications.

ADDITIONAL JOB INFORMATION
REQUIRED KNOWLEDGE AND SKILLS:
• Bachelor's degree in biology, ecology, natural resources management, Economic, Business Administration, or related field and 2-4 years related work experience or equivalent combination of education and experience.
• Knowledge of Microsoft Office suite.
• Experience coordinating multiple projects.
• Experience handling standard business communications.

COMPLEXITY/PROBLEM SOLVING:
• Ability to coordinate multiple projects with several variables, set realistic deadlines and manage a timeframe.
• Resolve routine problems independently, consulting with supervisor to develop plans for resolution of complex or unusual problems.

DISCRETION/LATITUDE/DECISION-MAKING:
• Make day-to-day decisions as delegated by supervisor.
• Consult with supervisor in event of any unusual circumstance, problem or question that falls outside of specific instructions given.

RESPONSIBILITY/OVERSIGHT – FINANCIAL AND SUPERVISORY:
• Supervises no staff but may oversee and direct work of office volunteers or interns.
• Provide administrative support for the projects in Sichuan and if necessary in other places.
• Participate/lead field survey/investigations with the guidance of supervisor and compile reports.
• Help identify the most propitiate contractor, draft and monitor the contracts, review and archive the contract deliverables to the TNC China program data archiving system.
• Help organize the workshops and meetings with the guidance of supervisor.
• Manage and coordinate with multiple donor trips.
• May purchase equipment and supplies as provided for in budget and in consultation with supervisor.
• May assist with program budget preparation and monitoring.
• May perform financial and administrative tasks related to project appraisals, surveys and title work.
• Provide technical support to Sichuan projects if needed.
• Assist supervisor handle other tasks related to Sichuan project.

COMMUNICATIONS/INTERPERSONAL CONTACTS:
• Ability to work cooperatively with a number of staff, sometimes under pressure.
• Ability to communicate clearly, both orally and in written form, with the public, donors, members, scientists, preserve staff and others, providing and obtaining needed information.
• Ability to function productively as a member or leader of a work team.
• Familiarity with standard business communications; ability to write and edit correspondence.
• Provide a variety of information to staff and others, contributing to conservation projects and assisting workflow throughout the organization.

WORKING CONDITIONS/PHYSICAL EFFORT:
The Conservation Coordinator may work in variable weather conditions, at remote locations, on difficult and hazardous terrain, and under physically demanding circumstances. These conditions:
• require considerable physical exertion and/or muscular strain
• present frequent possibility of injury
• require long hours in isolated settings

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 July 15, 2010, 5:00 p.m. EST.

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.

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EOE STATEMENT
The Nature Conservancy is an Equal Opportunity Employer.