



The Bridge Project Job Descriptions

Investing in the Future Leadership of the Natural Resource Management, Environmental, Conservation, Outdoor Recreation and Retail Industries

Jobs Available Exclusively through The Bridge Project

Project Associate, Trust for Public Lands (3 positions available)

Communications and Wilderness Specialist, Southern Appalachian Wilderness Stewards

Communications Associate, Outdoor Alliance

Creative Service Manager, Montana Wilderness Association

Development Manager, Montana Wilderness Association

Land Transactions Project Manager-Agriculture Focus, Peninsula Open Space Trust

Southern Regional Director, Appalachian Trail Conservancy

Mid-Atlantic Regional Director, Appalachian Trail Conservancy

Communications Associate, Climate Nexus

Partnership and Education Specialist, Bob Marshall Wilderness Foundation

Membership & Grants Manager, Rachel's Network

Field Programs Manager, Continental Divide Trail Coalition

Sales Lead, REI

Recruitment Outreach Coordinator, Arizona Conservation Corps

Technical Representative, Altra

Staff Attorney or Senior Attorney, The Center for Biological Diversity, Climate Law Institute

Senior Organizer, The Center for Biological Diversity, Climate Law Institute

Seasonal Horticulturist/Gardener, Charleston Parks Conservancy

Manager of Corporate, Foundation and Government Grants, Wilderness Inquiry

Sr. Manager, Policy, American Forests

Operations Associate, The Greening Youth Foundation

Policy and Advocacy Manager, HECHO



The Trust for Public Lands is hiring 3 Project Associates

Company Description:

The Trust for Public Land is a national organization with headquarters in San Francisco and with field offices across the country. As we like to say, "Come for the land, stay for the people." We hire the best and brightest in the business. We strive to foster an environment that makes everyone feel welcomed and that their voice is just as important as anyone else in the organization.

Location:

Seattle, Denver, and SoCal (or DC)

Pay Rate: \$45,000-\$55,000

Preferred Start Date: Summer 2021

Preferred Skills:

- Proficient with computers, graphics and spreadsheets. Experience with GIS, mapping and legal descriptions a plus
- Ability to work under pressure, juggle multiple tasks and meet deadlines
- Ability to work independently or as a team member as appropriate
- Ability to take initiative, make suggestions, be creative and solve problems
- Interest in our mission as it relates to community, land protection and advocacy
- Good people skills, ease with of many types of personalities.

Skills & Qualifications:

- Bachelor's Degree preferred; or equivalent experience
- Experience in a support position, or equivalent education
- Course work or experience in real estate, environmental studies, community engagement, public policy, or correlated area Strong written and oral communications skills
- Excellent organizational skills with the ability to take on complex projects



Communications & Wilderness Specialist

Southern Appalachian Wilderness Stewards

Location:

Roanoke, VA (or other neighboring cities/towns) or hybrid (pending changes with COVID-19)

Pay Rate: \$15/hour

Preferred Start Date: May 17, 2021

Position Description:

The Communications & Wilderness Specialist (Specialist) will work with five different federally designated wildernesses across the George Washington and Jefferson National Forest. The Specialist will help the forest implement wilderness character monitoring, collect data in the field, write an air quality monitoring plan, continue wilderness education efforts, as well as develop content and communication media on behalf of SAWS.

The Specialist will learn and become well-versed in the national wilderness character monitoring framework and help coordinate with U.S Forest Service staff to collect and compile relevant wilderness data to be used to write baseline assessment reports for each wilderness.

The Specialist will regularly engage with visitors which may include wilderness ethics and Leave No Trace education, landscape orientation, safety awareness, and/or provide information about the natural environment. Lastly throughout the season, the Specialist will develop and curate communication content for SAWS including information on our webpage, social media accounts, fundraising advertisements, and newsletter.

Duties:

- Coordinate with US Forest Service staff and partners on project work. Craft and curate SAWS communication media
- Model and practice Leave No Trace principles in the field. Follow SAWS policies and procedures in the field including about COVID-19
- Maintain an inclusive, safe, fun, and positive working environment.
- Maintain high standards for project completion

Skills & Qualifications:

- Strong desire to learn about federally designated wilderness, wilderness character, and natural resource management
- Strong organizational skills
- Strong written communication skills
- Motivated and self-starter
- Ability to complete deliverables with minimal supervision
- Proficient with Word and Excel
- Ability to travel on foot over rough terrain
- Ability to work in a remote and primitive setting
- Ability to camp overnight
- Experience with social media platforms
- Valid driver's license and reliable transportation

Benefits:

- Health insurance (80% paid by employer), dental (100% paid by employee), vision (100% paid by employee)
- Life insurance and disability insurance (100% paid by employer)



Communications Associate

Outdoor Alliance

Location:

Remote, or in our DC office, or shared workspace near Portland, Oregon

Pay Rate: \$45,000-\$58,000

Preferred Start Date: June 15, 2021

Position Description:

The Communications Manager works closely with the Communications Director to manage all aspects of Outdoor Alliance's communications, including external-facing messaging for our policy campaigns, developing and distributing content across our platforms, social media management and media relations, overseeing our advocacy and constituent database, engaging our growing email list, and translating complex policy into actionable content. We are looking for someone who loves the outdoors and is passionate about bringing citizens together to affect public policy. A successful candidate will be an exceptional writer and communicator, have a willingness to learn and make mistakes as they go, share a passion for the outdoors and conservation, have a commitment to data-driven engagement strategies, and have a desire to be a part of a warm and inclusive working environment.

Duties:

Content creation:

- Build out content for Outdoor Alliance's campaigns, including writing action alerts, emails to supporters, blog posts, news alert, press releases, social media messaging, website messaging, and other content as needed.

CRM management:

- Assist in managing Outdoor Alliance's CRM, EveryAction. This includes setting up or updating action alerts, drafting and sending emails, pulling lists and reports, managing our auto-emails, and improving the day-to-day function of our database.

Supporter engagement:

- Engage supporters through email, social media, and digital events, helping to grow and manage supporters' experiences on all channels.

Campaign management:

- Assist in crafting campaigns from start to finish – building out messaging, graphics, social media, and other content; monitoring and analyzing ongoing campaigns to ensure they are effective; and analyzing metrics and data at a campaign's end.

Social media:

- Distribute policy campaigns, activation opportunities, and partner content through our social media channels, including sourcing photos and taking advantage of new formats, apps, and paid marketing opportunities.

Media and outreach:

- Manage Outdoor Alliance's media database and build relationships with key journalists, bloggers, and influencers; develop messaging and manage rapid response on policy issues, and help serve as a spokesperson.

Qualifications:

- College education preferred, 4 years of experience could be substituted.

Benefits:

- Outdoor Alliance offers a generous benefits program, with retirement contributions, healthcare, paid family leave, generous vacation time, monthly bonus days off for outdoor adventures, gear discounts, and the best colleagues you could ask for.



Creative Services Manager
Montana Wilderness Association

Location:
Helena, MT

Pay rate: \$43,000-50,000

Preferred Start Date: June 2021

Position Description:

The creative services manager (CSM) oversees and delivers a broad range of creative assets and performs digital development duties in support of the goals and activities of Montana Wilderness Association and Wild Montana Action Fund. This position provides high-quality design, graphic artwork, and photography for our digital and print media and works collaboratively with staff and volunteers to develop inspiring artwork that attracts and engages our target audiences.

The CSM is a valued member of the communications team and works collaboratively to support all communication functions and tasks to create a successful team atmosphere for MWA and the Action Fund.

Duties:

- Ability and willingness to travel when needed.
- Ability and willingness to work nights and weekends when needed.
- Valid United States issued driver's license and be insurable.
- Ability to showcase a stellar portfolio and real-world experience showcasing creative, design and software skills
- Demonstrated ability to use two or three-dimensional art to create visual concepts.
- Strong knowledge of design and visual communication principles
- Ability to communicate brands visually and effectively and create or incorporate illustrations, pictures, and designs to reflect the desired theme and tone of the communications
- Mastery of Adobe Creative Cloud graphic design programs
- Ability to communicate design choices clearly and effectively
- Ability to work under pressure and meet timelines
- Ability to promote the organization and increase member engagement.
- Experience with video production and G S desirable, but not mandatory

Skills & Qualifications:

- Must be a U.S citizen
- Experience with video production and GIS desirable, but not mandatory.
- Ability to showcase a stellar portfolio and real-world experience showcasing creative, design and software skills.
- Demonstrated ability to use two or three-dimensional art to create visual concepts.
- Strong knowledge of design and visual communication principles.
- Ability to communicate brands visually and effectively and create or incorporate illustrations, pictures, and designs to reflect the desired theme and tone of the communications.
- Mastery of Adobe Creative Cloud graphic design programs Ability to communicate design choices clearly and effectively.
- Ability to work under pressure and meet timelines.
- Ability to promote the organization and increase member engagement.
- Familiarity with and commitment to wild lands protection and conservation.

Benefits:

- Montana Wilderness Association provides an excellent benefits package including health, vision, and dental insurance
- Simple IRA retirement plan
- Monthly cell phone stipend
- 24 vacation days a year
- 12 sick days a year, one resiliency day per quarter and paid sabbatical after 5 years



Development Manager
Montana Wilderness Association

Location:
Helena, MT

Pay rate: \$40,800-48,000

Preferred Start Date: June 2021

Position Description:

The Development Manager (DM) is responsible for Montana Wilderness Association (MWA) and Wild Montana Action Fund's (Action Fund) membership program as well as assisting in the management and execution of the marketing and engagement plans for both organizations. This position involves significant administrative duties related to membership management as well as conducting member outreach, managing event logistics, and coordinating implementation of an engagement and marketing plan.

The DM is a valued member of the development and engagement team and works to contribute to the overall success of the team's goals and objectives.

Duties

- Responsible for all aspects of Montana Wilderness Association's membership program, including recruitment and retention, stewardship, and monthly giving.
- Develop and execute strategies to grow MWA's membership.
- Lead implementation of digital components of annual fundraising strategies.
- Serve as lead point of contact for members and manage member communications such as appeal letters, online giving pages, gift acknowledgements, and email engagement series.
- Manage data and analytics related to membership including producing reports, data maintenance, gift acknowledgments, and data entry.
- Recruit, train, and manage volunteers to assist in membership recruitment and retention.
- Frequently connect with members via phone, email and in person.
- Manage community giving campaigns and national charity websites to ensure that MWA is accurately and positively represented.
- Serve as lead staff person to execute planning and logistics for multiple events, including MWA's annual member celebration.
- Coordinate the execution of marketing and engagement plan tactics, working closely with staff across departments to implement tactics including print, digital, and radio advertising.
- Support implementation of list building strategies through a variety of communication platforms.

Skills & Qualifications:

- Ability and willingness to travel when needed.
- Ability and willingness to work nights and weekends when needed.
- Valid United States driver's license and be insurable.
- Proven ability to perform the major duties and responsibilities above.
- Excellent written and verbal communication skills.
- Excellent customer service and people skills required
- Ability to work independently and develop and monitor projects from beginning to end, with a demonstrated ability to meet deadlines.
- Keen attention to detail required.
- Ability and willingness to learn new software and online platforms.

Benefits:

- Montana Wilderness Association provides an excellent benefits package including health, vision, and dental insurance
- Simple IRA retirement plan
- Monthly cell phone stipend
- 24 vacation days a year
- 12 sick days a year, one resiliency day per quarter and paid sabbatical after 5 years



Land Transactions Project Manager - Agriculture Focus

Peninsula Open Space Trust

Location:

Palo Alto, CA

Note: Remote to begin, will evolve to in person as COVID resolves. Could be a hybrid schedule under our remote work policy, as long as the individual lives within a reasonable commute driving distance to the POST office and lands. Visiting the land parcels we might acquire in person and meeting landowners to build trust and relationships is key to the role. Before the pandemic, several folks in our Land department worked at home 1-3 days per week.

Pay Rate: \$84,330-\$93,700

Preferred Start Date: May 2021

Duties:

- Project management for a portfolio of transactions across POST's land programs and other strategic areas of work, with a focus on agricultural lands. This includes developing acquisition and transfer plans in collaboration with the Director, Vice President, the Senior Farmland Project Manager, and program managers, and leading the implementation of these plans.
- Negotiate with landowners (and/or their representatives) and with public agencies, nonprofit partners, and funders.
- Prepare, oversee, and/or review acquisition and transfer documents (e.g., purchase agreements, conservation easements, appraisals, transfer agreements, title documents, escrow instructions, etc.).
- Coordinate implementation of acquisition and transfer activities with internal staff and external partners and funders.
- Hire and manage consultants, service providers, and subject matter experts as necessary to complete transactions (such as appraisers, attorneys, surveyors, land use planners, environmental consultants, and biologists).
- Lead, coordinate, track, and execute acquisition and transfer activities including title review and other due diligence tasks, escrow and closing, and funding distribution and acceptance.
- Present to the Land Committee and Board of Directors on project opportunities, strategies, and status. Support the Development and Marketing teams by attending periodic events (e.g. hikes, tours, luncheons) and interacting with donors, funders, and members of the public.
- SUPERVISORY RESPONSIBILITIES: Possible training and/or supervision of interns, volunteers, and temporary workers completing tasks for the Land Transactions team. Supervision of external resources (including consultants and service providers), and project task and timeline oversight to support staff.

Skills & Qualifications:

- Must be a U.S citizen
- Two to four years of directly related work experience, including at least one year of transactional work within a conservation, real estate, legal, or similar organization/agency/business
- Experience with conservation easements and agricultural operations/preservation is essential
- Experience with Land Trust Alliance Standards & Practices is preferred
- Familiarity with state and/or federal farmland protection funding programs is desirable
- Demonstrated ability to work collaboratively on teams and with colleagues with diverse backgrounds
- Ability to successfully manage simultaneous complex projects



Skills & Qualifications:
(CONT)

- Experience with negotiation and relationship building
- Excellent written and verbal communication skills
- Project management experience (breaking down complex project and tracking tasks and deliverables, communicating with stakeholders, identifying obstacles and conflicts and working to resolve them, keeping everyone informed of progress and next steps)
- Experience draft and working with complex documents pertaining to real estate transactions or business deals - Interpersonal skills in creating and managing trusting and productive business relationships with stakeholders
- Excellent writing and verbal communication skills
- Working productively in a collaborative team environment

Benefits:

- POST provides basic coverage for its employees at no cost to the employee, and contributes 40% of the cost for dependent coverage
- Life & AD&D insurance equal to one year's salary (max. \$140,000, paid for by POST)
- Long- and Short-Term Disability coverage (paid for by POST)
- Voluntary Life & AD&D insurance (the opportunity to purchase additional life insurance for the employee, spouse, or children up to certain maximums)
- Flexible Spending Account (Section 125 Plan)
- Vacation/Sick Leave/Holidays Regular, full-time employees accrue vacation at the rate of 15 days per year in the first year, and then 20 days per year following four years of employment
- Sick leave accrues at the rate of 12 days per year. Regular, part-time employees (20 hours per week or more) earn vacation and sick leave on a pro-rated basis. Vacation and sick leave are administered in accordance with our handbook policies. POST typically observes 10 paid holidays per year, including our own creation "Take a Hike Day," the 1st Friday in April, to celebrate Spring and the arrival of wildflowers.
- 401(k) retirement plan



Southern Regional Director
Appalachian Trail Conservancy

Location:
Asheville, NC or negotiable within region

Pay rate: Minimum \$75,000

Preferred Start Date: July 2021

Position Description:

The Southern Regional Director position encompasses the following roles and responsibilities: Advances the ATC's mission, vision, and values:

- Fulfills ATC's mission by advancing the organization's Trail management and conservation priorities; by managing, developing, and supporting ATC's regional staff; and by working with local management partners in the Southern Region (Georgia, North Carolina, and Tennessee)
- Continuously improves the visitor and volunteer experience on the Appalachian Trail (A.T.)
- Protects the A.T.'s natural and cultural resources
- Reports to ATC's Vice President of Conservation & Trail Management, and works with ATC's Vice President of Advancement, Chief Financial Officer, and President and CEO, to ensure organizational success

Duties:

- Contributes to the development and continuous execution of ATC's Strategic Plan
- Expands landscape conservation opportunities (working with ATC's Director of Landscape Conservation)
- Furthers ATC's visitor use management program and goals (working with ATC's Director of Visitor Use Management)
- Reinforces ATC's ability to cooperatively maintain, manage, and protect the ANST by working with and expanding ATC's regional partnership network
- Works with ATC's Program Director on Volunteer Relations to make volunteering open to all and easy to do and help corral resources to strengthen agency partnerships
- Work with ATC's Communications and Education & Outreach teams to inform, educate and create a deeply ingrained sense of responsible recreation and shared stewardship

Skills & Qualifications:

- Bachelor's degree and minimum of 5 years of experience as a leader in the trail management and conservation arena, non-profit sector, advocacy, or related for-profit area
- Experience in leading and managing teams
- Experience communicating with and presenting to diverse audiences, including donors, board members, employees, and outside partners
- Experience and/or a strong desire to fundraise
- Experience in budget management

Benefits:

- *Medical, dental, vision available*
- Life insurance and long term disability paid for by ATC
- 403(b) plan with employer match up to 7% after 1 year of service, immediately vested
- 3-week vacation, 12 sick days, 4 additional "personal days"



Mid-Atlantic Regional Director

Appalachian Trail Conservancy

Location:

Boiling Springs, PA or negotiable within region

Pay rate: Minimum \$75,000

Preferred Start Date: July 2021

Position Description:

The Mid-Atlantic Regional Director position encompasses the following roles and responsibilities: Advances the ATC's mission, vision, and values:

- Fulfills ATC's mission by advancing the organization's Trail management and conservation priorities; by managing, developing, and supporting ATC's regional staff; and by working with local management partners in the Mid-Atlantic Region (Maryland, Pennsylvania, New Jersey, and New York)
- Continuously improves the visitor and volunteer experience on the Appalachian Trail (A.T.)
- Protects the A.T.'s natural and cultural resources
- Reports to ATC's Vice President of Conservation & Trail Management, and works with ATC's Vice President of Advancement, Chief Financial Officer, and President and CEO, to ensure organizational success.

Duties:

- Contributes to the development and continuous execution of ATC's Strategic Plan
- Expands landscape conservation opportunities (working with ATC's Director of Landscape Conservation)
- Furthers ATC's visitor use management program and goals (working with ATC's Director of Visitor Use Management)
- Reinforces ATC's ability to cooperatively maintain, manage, and protect the ANST by working with and expanding ATC's regional partnership network
- Works with ATC's Program Director on Volunteer Relations to make volunteering open to all and easy to do and help corral resources to strengthen agency partnerships
- Work with ATC's Communications and Education & Outreach teams to inform, educate and create a deeply ingrained sense of responsible recreation and shared stewardship

Skills & Qualifications:

- Bachelor's degree and minimum of 5 years of experience as a leader in the trail management and conservation arena, non-profit sector, advocacy, or related for-profit area
- Experience in leading and managing teams
- Experience communicating with and presenting to diverse audiences, including donors, board members, employees, and outside partners
- Experience and/or a strong desire to fundraise
- Experience in budget management

Benefits:

- *Medical, dental, vision available*
- Life insurance and long term disability paid for by ATC
- 403(b) plan with employer match up to 7% after 1 year of service, immediately vested
- 3-week vacation, 12 sick days, 4 additional "personal days"



Communications Associate

Climate Nexus

Location:

Preferred CO basin states (CO, UT, NM, AZ)

Pay rate: \$60,000-\$75,000

Preferred Start Date: This will be posted shortly

Duties:

Project management

- Use project management software and administrative skills to document and manage tasks and timelines for the Water Hub's programmatic work, coordinate progress across the team, and proactively communicate to ensure projects meet deadlines

Issue research

- Compile and summarize background material on key water issues to inform communications strategy Copywriting: Draft press releases, opinion editorials, fact sheets, talking points, tweets, and other communications content that reflects the message strategy we co-create with partners

Media targeting

- Develop media lists for key news moments, including studying journalists' past coverage and helping to tailor pitches to their interests

Tracking and reporting

- Monitor earned and digital media to identify possible communications opportunities, and compile clips reports following outreach

Image sourcing

- Identify Creative Commons licensed images for use by the Water Hub and its partners

Event support

- Help to plan and execute (virtual and in-person when applicable) press conferences, rallies, workshops and trainings, etc.

Preferred Skills:

- Familiarity with tools like Cision, Tweetdeck, Photoshop, Canva, WordPress, and Hubspot is a plus, but not required (we're happy to train the right candidate)
- Experience working in service of social change Personal interest and/or past experience in advocacy, preferably on water, environmental justice, health, or related issue

Skills & Qualifications:

- 1-3 years of experience in communications or organizing
- Basic knowledge of the traditional and digital media landscape
- Proactive and excited to help create something impactful
- Demonstrable commitment to diversity, equity, and inclusion and Water Hub values
- Strong writer and deep listener with the ability to communicate persuasively

Benefits:

- Paid personal and sick leave; standard health, dental, and vision packages; employer contributions to 401k retirement account; parental leave; commuter transit benefit



Partnership and Education Specialist

Bob Marshall Wilderness Foundation

Location

The position is to be located in a market to be determined by the candidate and Executive Director, but within the footprint of the Bob Marshall Wilderness Foundation. The markets open for consideration include Missoula - MT, Helena - MT, Lincoln - MT, Choteau - MT, Browning - MT, and the Flathead Valley (Kalispell/Whitefish) in western Montana.

Pay rate: Minimum \$35,000-\$40,000

Preferred Start Date: June 19, 2021

Skills & Qualifications:

- Must be a U.S citizen
- Degrees are not required but are considered along with relevant experience
- Strong written and verbal communication skills
- Basic computer proficiency including email communication and Google Drive
- Ability and willingness to learn other computer programs such as website management and design software
- Public speaking and presentation skills
- Ability to manage a diverse set of projects simultaneously within set timeframes
- Ability to foster new and wide-ranging relationships
- Understanding of best practices for volunteer cultivation and retention
- Demonstrated ability to work remotely and be self-directed
- The ability to manage multiple partnerships at various stages of the planning cycle

Benefits:

- All full-time employees are offered paid vacation (12 days annually in year one, 15 days per year after year one), paid sick days (12 per year) and paid holidays (14 including the employees birthday)
- After a six-month probation period full-time employees are also paid a healthcare stipend (\$120 per bi-weekly pay period) and can participate in our IRA program with an employer match of up to 3% of the employees' compensation.



Membership & Grants Manager

Rachel's Network

Location:

Washington, D.C Metro

Pay rate: \$55,000-\$65,000

Position Description:

The membership & grants manager provides a foundation for the success of our organization by managing critical processes, tasks, and data in multiple areas. They work closely with all staff members, including the president, to provide excellent service to our members while strengthening the administrative routines that undergird our growing programs. They ensure that information flows are trustworthy and meaningful, and that all our network members experience confidence in our ability to steer grants and processes effectively, whether for memberships, co-funding grant projects, or member events.

Duties:

Member Engagement

- Keep member information up-to-date in our databases (NeonCRM and MailChimp)
- Initiate and manage membership cycle, including orientation, renewal, and resignation tasks
- Track member and prospect engagement activities for staff and president, adding relevant communications to database records
- Manage event registrations
- Schedule a variety of board, member, and program calls and online gatherings
- Coordinate and compile monthly staff updates for the Rachel's Network board of directors
- Respond to member requests, and reach out to members regarding a variety of topics
- Prepare, assemble, and send board book for three annual board meetings
- Proofread emails and print materials

Grants Management

- Track and update member pledges, grant prospects, and information about incoming donations and requests
- Input member grants into database, and send weekly and end-of-year grant acknowledgements
- In collaboration with other staff, create, run and share a variety of database reports for member renewals and grants, events, and prospect-related endeavors
- Coordinate with other staff to create and manage action plans for president on individual member follow-up
- Write and track member foundation grant proposals and reports

CRM & General Administration

- Update and create online donation and registration forms
- Develop and maintain accuracy of membership and grants data by applying regularly scheduled data-integrity routines
- Work with other staff members to ensure report menus and CRM workflows are regularly refreshed, and old versions retired
- Monitor main phone number, voicemail, and general mailbox

Skills & Qualifications:

- Experience working in a professional office setting, ideally in a nonprofit or philanthropic organization
- Experience with a CRM database such as Neon or Salesforce, including report creation and generation
- Excellent verbal and written communication abilities
- High level of facility with MS Office Suite, primarily Word, Outlook, and Excel
- Familiarity with Adobe Suite, and WordPress
- Knowledge of HTML and CSS, and email marketing software like MailChimp a plus

Benefits:

- Flexibility with work hours and scheduling, particularly during the pandemic, including the possibility of working fromhome
- Health insurance, including vision and dental, is paid for at 85% if enrolled in the Rachel's Network plan, or reimbursed at 85% if on an external plan
- 401K plan matched at 4% and vests immediately
- Long-term disability and life insurance paid in full
- Vacation and sick time



Field Programs Manager

Continental Divide Trail Coalition

Location:

Hybrid; office based in Golden, CO. Work may occur in NM, CO, WY, ID, & MT

Pay rate: \$40,000

Preferred Start Date: July 2021

Preferred Skills:

- Self-starter who demonstrates the ability to take initiative, set goals and priorities, develop a work schedule, monitor progress, and achieve goals both independently and cooperatively as a team member
- Anticipate, understand, and respond to the needs of land managers to meet or exceed their expectations within organizational parameters
- Ability to present your ideas clearly and effectively through oral and written communication
- Ability to think strategically and critically to perform job responsibilities professionally, creatively, and efficiently
- Ability to work safely in stressful conditions
- Ability to travel on the CDNST in remote, backcountry locations; sometimes requiring days of backcountry travel
- Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization
- Ability to assess problematic situations to identify causes, gather and process relevant information, generate solutions, and make recommendations and/or resolve the issue

Skills & Qualifications:

- Demonstrated leadership experience in natural resource management
- Bachelor's degree from an accredited college or university in a closely related field preferred
- 2-3 years of experience in project management and coordination and leading volunteer trail work projects
- Experience in implementing a variety of on-the-ground trail maintenance and construction techniques is required, with a knowledge of basic and complex trail work features and design
- Wilderness First Responder certification and advanced skills certifications or experience (chainsaw, crosscut, rigging, stock use) are preferred
- Experience writing technical reports and giving oral presentations
- Previous experience recruiting, training and managing staff
- Basic knowledge of federal land management agencies, policies, and agreements
- GIS experience preferred
- Proficiency in the use of Microsoft Office and Google Suite

Benefits:

- Organization sponsored health insurance
- 1% organization contribution to retirement plan
- \$25/mo phone stipend
- Vacation: 12-14 paid holidays. 12 paid vacation days. 12 paid sick days
- Access to 100s of ProDeals and discount codes for name brand outdoor gear stores
- Some free backpacking and camping gear contributed by CDTC sponsor companies



Sales Lead

REI

Location:

All Atlanta area REI locations (Atlanta, Perimeter, Alpharetta, Kennesaw and Buford)

Pay rate: \$14-\$21/hr.

Preferred Start Date: This will be posted shortly

Position Description:

This job contributes to REI's success by using both experience and knowledge to build customer relationships and drive sales while also coordinating the sales floor experience and training employees. Models and acts in accordance with REI's guiding values and mission.

Duties:

- Drives sales through all channels by maximizing selling behaviors. Capitalizes on all promotional events through successful event execution.
- Demonstrates strong interest and credible expertise in our product assortment; translates this knowledge into value for our customers. Guides Retail Sales Specialists to do the same.
- Passionately promotes REI's membership and effectively converts non-members to members. Helps guide Retail Sales Specialists to do the same.
- Effectively prepares the store: efficiently stocks and coordinates daily stocking process, actively manages merchandise, executes visual directions, and ensures a compelling presentation. Partners with Visual Merchandising Point Person (VMPP) to ensure visual excellence.
- Adapts presentation based on changing inventory levels, new products, promotions, and market conditions (weather, events, etc.).
- Identifies areas of opportunity and acts on them as it relates to inventory accuracy, price accuracy, and product stock levels.
- Delivers inspirational experiences for our members and customers through effective promotion of outdoor programs and outreach.
- Trains and mentors new staff, provides direction to peers as necessary, coordinates service delivery, and task execution.
- Shares feedback with Retail Sales Managers regarding staffing and scheduling needs.
- Demonstrates initiative and productivity and serves as a role model for Retail Sales Specialists.
- Supports and partners with Retail Sales Managers through department communication of goals, daily expectations, task assignments, and feedback.
- May be assigned to the Key Holder role per manager request and discretion.

Skills & Qualifications:

- Must be a U.S citizen
- Appropriate availability for retail employment, which will include shifts on some evenings and weekend days
- Candidates are also expected to have enthusiasm for outdoor recreation, customer service and an openness to learn about products and systems
- Previous retail or service experience, some knowledge of outdoor activities and products, experience leading a team as a peer leader or supervisor

Benefits:

- Full time positions are eligible for a comprehensive benefits package including medical, dental, vision, paid vacation, paid sick leave
- 401K and annual bonus.



Recruitment Outreach Coordinator

Arizona Conservation Corps

Company Description:

The Arizona Conservation Corps (AZCC) is a program of Conservation Legacy, a non-profit service organization built on the legacy of the Civilian Conservation Corps (CCC) that operated from 1933-1942. AZCC provides youth and young adults opportunities to complete conservation projects on public lands throughout Arizona and surrounding states. AZCC runs field programs year round from multiple operational bases in the state, including Tucson, Flagstaff, and Pinetop-Lakeside. Each year, Field Crews supported out of Flagstaff typically complete a minimum of 200 weeks of fee-for-service projects engaging approximately 14 seasonal Crew Leaders or Assistants and 100 Crew Member. During peak seasons 10 or more crews may be supported by staff based in Flagstaff at the same time. Conservation Corps New Mexico (CCNM) provides youth and young adult opportunities to complete conservation projects on public lands in southern New Mexico and is based in Las Cruces. CCNM is operationally supported by Arizona Conservation Corps staff, primarily out of the Tucson office but also Flagstaff.

Location:

Flagstaff or Tuscon or Pinetop, AZ

Note: In person with remote possible per COVID-19 Protocol

Pay rate: \$32,000-\$35,000

Preferred Start Date: June 1, 2021

Skills & Qualifications:

- Previous experience with a Corps or youth-serving organization
- Completed educational experience: Four-year degree from an accredited higher education institution
- 1 or more years of experience in program recruitment and administration
- Minimum of six months of experience in program recruitment and administration
- Experience with customer service and data management
- Flexibility, adaptability and capacity to work in a fluid, changing work environment
- The ability to communicate effectively with all staff in the organization and to understand financial needs as they arise
- Excellent written and verbal communication skills
- Minimum of educational experience: high school diploma or GED
- Valid driver's license and an insurable driving record
- Proficient in Microsoft Office Suite
- Must be able to pass Conservation Legacy's criminal history background checks



Technical Representative

Altra

Location:

Tri-state Philly area, PA

Preferred Start Date: June 1, 2021

Pay rate: Minimum \$50,000

Duties:

- Support brand growth at retail accounts – ensuring the product is given the opportunity for consumers to try on
- Attend clinics, expos and run specialty events – preparing and delivering clear and persuasive sales and product presentations
- Includes proper method of shoe fitting and running form; Altra product technologies, features and benefits
- Implement merchandising/promotional programs for product and POP – expanding brand visibility and awareness
- Complete detailed and accurate activity reports via Replsly – communicating with the RSM and Sales Rep on actionable items
- Initiate out-of-stock checks via Elastic – maintaining adequate brand/model inventory levels to deliver sales goals
- Maintain organization of office and equipment – using Microsoft Office applications like OneNote and Teams to perform job o functions effectively and efficiently
- Includes staying within budget, managing swag/seeds, and properly maintaining vehicle

Skills & Qualifications:

- The Field Service Rep is responsible for the successful execution of education, promotion, and merchandising tasks for Altra footwear, apparel and accessories at running specialty, comfort footwear, and/or sporting goods accounts
- This requires frequent travel to assigned accounts and designated consumer events such as expos and local races
- This role is responsible for fostering growth, excitement and awareness within the communities and building strong business relationships with store owners, managers, and retail sales associates to drive sell-through on Altra products

Benefits:

- Full medical



Staff Attorney or Senior Attorney

The Center for Biological Diversity, Climate Law Institute

Location:

This position is located in Los Angeles or Oakland, California, Washington D.C. or other locations considered on a case-by-case basis. This is a 1-year term position with the possibility for extension.

Pay Rate: Staff Attorney: \$52,000-\$75,000 DOE; Senior Attorney: \$75,000-\$100,000 DOE.

Preferred Start Date: This will be posted shortly

Position Description:

The Climate Law Institute wages innovative legal and grassroots campaigns to protect people, wildlife and ecosystems from climate change and the fossil fuel industry. The attorney will work on federal litigation, administrative and policy advocacy, research, and grassroots and media outreach designed to eliminate greenhouse gas pollution and speed a just transition to 100 percent clean, renewable energy. The successful candidate will work closely with other team members, including legal, science, organizing and communications staff.

Duties:

- Litigate cutting-edge cases under the Clean Air Act, National Environmental Policy Act, Endangered Species Act, and other federal laws.
- Work within our team to design strong federal policies to phase out dirty fossil fuel energy.
- Pursue a variety of strategies to achieve those policies, from grassroots organizing to administrative hearings and meetings with regulators.
- Conduct policy and legal research on phasing out fossil fuel extraction and infrastructure, including drawing from international work.
- Work closely with partners engaged in the just transition and fossil fuel phase-out space to advance our shared priorities.
- Help build an intersectional coalition that supports these top political priorities.
- Prepare communications including press releases, op-eds, fact sheets, and white papers.
- Licensed to practice law in California, or licensed in state in which attorney will be based.
- Senior attorney position: Minimum eight years civil litigation experience.
- Excellent legal research, writing and oral advocacy skills.
- Ability to manage a litigation docket.
- A demonstrated ability to take initiative and think creatively about policy and strategic campaigning.

Skills & Qualifications:

- Experience with environmental statutes, such as the Clean Air Act, National Environmental Policy Act, and/or Endangered Species Act.
- Existing relationships and experience working with organizations led by Black, Indigenous, and other people of color. We especially encourage candidates who hold first-hand experience or meaningful, trusted relationships with communities impacted by fossil fuel production and environmental racism.
- Familiarity with the scientific literature on climate change.
- Experience with media outreach and interviews.

Benefits:

- Paid generous medical, dental, vision, disability and life insurance
- 403(b) plan with opportunity for employer matching
- Generous time-off policies
- Informal and collegial work atmosphere



Staff or Senior Organizer

The Center for Biological Diversity, Climate Law Institute

Location:

The position will be based in our Los Angeles or Oakland, CA, Washington, D.C. offices, or another location as considered on a case-by-case basis. This is a 1-year term position with the possibility for extension.

Pay rate: Organizer: \$40,000-56,000, dependent on experience. | Senior Organizer: \$56,000-70,000, dependent on experience.

Preferred Start Date: This will be posted shortly

Position Description:

The successful candidate will play a key role in our national organizing and campaigning work, and will further deepen our work across movements for climate, racial and economic justice. Organizers are part of a dynamic, collaborative team including fellow organizers as well as scientists, lawyers and media professionals.

Duties:

- Supporting organizational and coalition work to obtain specific science-based, progressive climate actions from the federal government, such as ending all federal fossil fuel leases and permits, banning crude oil and gas exports, declaring a climate emergency, and paving the way for a nationwide just transition that fully phases out fossil fuel production.
- Building and maintaining strong relationships with coalition allies working together to achieve our goals. This includes playing a leadership role in coalitions through regular in-person, phone, and electronic communication.
- Forming strategic relationships with new allies to increase our mutual power. We work closely with environmental justice organizations and are committed to supporting movements to dismantle anti-Black racism, white supremacy, and all forms of colonization and oppression.
- Organizing and promoting participation in hearings, protests, and other advocacy efforts.
- Assisting with administrative and legislative advocacy
- Expanding recruitment and engagement of Center supporters nationally on climate issues, and especially in regions overburdened with onshore fossil fuel production including the Gulf South, the Permian Basin, California, the upper Midwest, and Appalachia.
- Travel required (when safe).

Skills & Qualifications:

- We will consider applicants for Organizer with one or more years' experience in results-oriented coalition organizing and advocacy campaigns or equivalent experience, and for Senior Organizer with eight or more years' experience
- Proficiency in Spanish and/or another language in addition to English
- Existing relationships and experience working with grassroots organizations led by Black, Indigenous, and other people of color.
- Proficiency in creative direct action organizing including: strategic action design, participant training and recruitment, art and props production, marshaling a crowd, and overseeing action logistics from start to finish.
- Proficiency in digital organizing strategy
- Proficiency building out and maintaining social media engagement via Twitter, Instagram, Facebook, and other channels.
- Proficiency in relationship management software such as EveryAction, ActionKit, and Action Network.
- Proficiency in graphic design and visual strategy for key documents and campaign materials.
- Experience with media outreach and media interviews.

Benefits:

- Paid generous medical, dental and vision plan
- Paid STD and LTD
- 403(b) plan with opportunity for match
- Informal and collegial work atmosphere



Seasonal Horticulturist/Gardener

Charleston Parks Conservancy

Location:

Charleston, SC (West Ashley & Downtown)

Pay rate: \$15/hr.

Start Date: As soon as possible

Position Description:

Under the supervision of the Horticulture Managers, the Seasonal Horticulturist/Gardener manages, maintains and beautifies the city of Charleston's parks and green spaces through gardening using gardening knowledge, expertise and best practices. S/he works with volunteers and the community to create stunning public spaces and establish a connection between people and their parks.

Duties:

- Maintains all existing parks, greenspaces and gardens (in zone, and everywhere else as needed) including new installations, weeding, watering, pruning and grooming, composting, mulching, mowing, identifying insect and disease problems and treating.
- Works with and trains volunteers participating in Garden in the Parks program in coordination with, and the support of the Volunteer Manager.
- Creates and updates plant databases.
- Provides content to support social media program.
- Interacts with City of Charleston staff as needed.
- May assist at Conservancy community and fundraising events.

Skills & Qualifications:

- Knowledge of plants and plant science and garden maintenance using horticulture disciplines
- Ability to work in all weather conditions and perform activity related to the planting and care of plants and gardens
- Valid Driver's License and ability to drive trucks and trailers
- Ability to operate and maintain simple power equipment
- Excellent communication skills with staff, volunteers, and community/users of our parks
- Ability to teach others through hands on methods; enjoy working with volunteers who may have minimal gardening experience.
- Evening & weekend availability may be required
- While performing the duties of this job, the employee will spend a large majority of time walking, standing, bending, crouching and using their hands to push and pull. The employee is required to lift and /or move up to 20 to 50 pounds regularly and up to 100 pounds occasionally.
- While performing the duties of this Job, the employee will be exposed to hot or cold temperatures, outside weather conditions across all seasons, exposure to dust and dirt and chemicals. The noise level in the work environment can be loud.
- Physical ability to stand for long periods of time
- Physical ability to work outside in all types of weather conditions

Benefits:

- 20 days annual paid time off
- 11 paid holidays
- Medical, dental, vision insurance for small fixed monthly payment



Manager of Corporate, Foundation and Government Grants

Wilderness Inquiry

Location: Twin Cities Minnesota

Pay rate: \$50,000-\$60,000

Preferred Start Date: Between June 1 and July 1

Position Description:

The Manager of Corporate, Foundation and Government Grants magnifies Wilderness Inquiry's impact by sharing our mission and programs with current and potential funders, with the goal to increase revenues for our programs and operations. This position is responsible for all aspects of meeting annual revenue goals from corporate and foundation sources, and for supporting our government funding process. In addition, the Manager works collaboratively with other staff from Development and across departments to meet the overall goals of the organization. This may be an exciting position for someone who likes problem solving and puzzles, crafting a narrative or story arc, collaborating with others, researching and investigating, tailoring messages to different audiences, or thinking critically about dynamic relationships or systems.

Duties:

- Manage annual grants process and all aspects of corporate and foundation fundraising and relations, with responsibility for securing ~\$600,000 in corporate and foundation support annually, with plans for growth.
- Manage annual grants calendar, including timely actions to secure funds and communicate with funders.
- Write and/or coordinate writing and editing of all institutional grant proposals, budgets, reports, and other supporting materials.
- Lead prospecting to identify and pursue new sources of corporate, foundation, and government funding.
- Lead outreach to funders through proactive relationship management and communications with program officers, teeing up and supporting the Development Director and Executive Director for relationship building.
- Ensure compliance on grant requirements and fulfillment.
- Collect, process, and maintain accurate donor information and foundation guidelines in an extensive fundraising database and file system.
- Promote communication and collaboration between internal Wilderness Inquiry teams and departments to ensure that grant objectives are achieved and grant proposals align with program priorities.
- Support our government grants process, including securing grants, writing proposals, managing task and cooperative agreements, reporting, and sharing impact with government funders and partners.
- Write and/or coordinate writing and editing of all government grant proposals, budgets, reports, and other supporting materials.
- Manage federal grant task/cooperative agreements and coordinate internally with programs, operations and finance to ensure grant objectives are achieved and grant proposals align with program priorities.
- Work with the Development Director to pursue new funding opportunities, including with federal (land management agencies) and state sources.
- Track deadlines, RFPs, and other state and federal funding opportunities.
- Support the Development Director in legislative and government outreach, including lobbying efforts, legislator and political outreach, partner outreach, constituent engagement, etc.

Skills & Qualifications:

- B.A. or equivalent degree and 3+ years of grant writing, development, or comparable experience in a non-profit organization; or 6+ years of grant writing, development, or comparable experience in a non-profit organization

Benefits:

- Wilderness Inquiry provides a robust and competitive benefits package including health insurance, dental, flex medical and dependent care accounts, life insurance, short- and long-term disability, and a 403b match program. Full-time employees are also eligible for paid vacation and sick leave.



Sr. Manager, Policy

American Forests

Location:

Washington, D.C

Pay rate: \$65,000-\$75,000

Start Date: June 21, 2021

Position Description:

The ideal candidate has demonstrated experience and interest in legislative or governmental affairs at the federal, state or local levels. This is a team-orientated position; daily communication and interaction with fellow policy colleagues will be expected and required for success.

Duties:

- Demonstrated ability to research, track, and summarize legislative issues and draft correspondence and lobbying-related materials.
- Demonstrated ability to plan, schedule, and execute meetings, including Capitol Hill and executive-branch appointments.
- Ability to work directly with staff at all levels of government and partner organizations.
- Ability to represent the organization at legislative hearings and meetings, and other events, and coalitions.
- Ability to effectively communicate complex policy issues to lay audiences.
- Demonstrated ability to engage people and inspire them to act.
- Ability to act as point person on multiple projects, to include prioritizing tasks, setting expectations, meeting goals, and documenting efforts.
- Ability to work in an agile, cross-functional team environment.

Skills & Qualifications:

- Bachelor's degree is required and 3-5 years demonstrated experience in policy or political campaigns, government or federal relations, or coalition coordination.
- Working knowledge and experience in the environmental, social justice or climate change fields will be preferential.
- Comfort working in a rapid response, fast-paced environment.
- Very strong organizational skills and attention to detail is required.
- A willingness to adapt, be flexible and maintain good humor is necessary.
- Willingness to move comfortably, without ego, from administrative and implementation tasks to higher profile activities.
- Strong inter-personnel judgement, project management, and written/verbal communication skills including experience with media relations.



Operations Associate

The Greening Youth Foundation

Position Description:

The Greening Youth Foundation has a long history of working with diverse youth, young adults, and working professionals in an effort to develop environmental stewards, promote environmental education, and provide service and internship opportunities that create pathways to careers in conservation. We are looking for a reliable Operations Associate to support the Director of Operations with the management of the day-to-day business of the organization, and support in the development of new programs and partnerships. The Operations Associate's responsibilities include performing administrative tasks, assisting other company departments as needed, and ensuring smooth daily operations.

Location:

Atlanta, GA; remote

Pay Rate: \$42,000

Preferred Start Date: Summer 2021

Duties:

- Performing administrative duties including answering phones, scheduling appointments, etc.
- Assisting the Programs department with data collection, tracking, and management
- Supporting the Director of Operations with the enforcement of company policies and standards
- Assisting in workers' compensation reporting
- Monitoring inventory and placing supply orders
- Tracking daily operations and reporting or resolving issues
- Providing logistics support for virtual engagements (i.e. conferences, webinars, podcasts, etc.)
- Vetting new vendors
- Other duties as assigned

Skills & Qualifications:

- Experience in an administrative role
- Strong analytical and organizational skills
- Excellent communication and listening skills
- Ability to work under pressure
- Strong computer proficiency
- Experience with inventory management, database, or similar software is beneficial
- Must be detail and solutions-oriented



Policy and Advocacy Manager

HECHO

Location: Washington, D.C.

Pay rate: \$65,000-75,000

Position Description:

Hispanics Enjoying Camping, Hunting, and the Outdoors (HECHO) was created in 2013 to help fulfill our duty to conserve and protect our public lands for future generations. In 2017, HECHO became a program of the National Wildlife Federation (NWF) through a unique and mutually beneficial partnership built upon values of inclusion and equity and a commitment to elevating underrepresented perspectives as part of our conservation missions.

HECHO provides a platform for Hispanics to contribute knowledge and perspectives about public lands conservation issues, enhance leadership capacity of Hispanic leaders, and promote Hispanic cultural heritage and connections to nature. While our focus is on the conservation of public lands in the American Southwest, our work has a national scope and impact. To achieve our mission of empowering Hispanic leaders to engage their communities in the conservation of our nation's public lands, we are seeking a Policy and Advocacy Manager to work based out of our Washington, D.C. office.

Key Responsibilities:

- Serve as an advisor on federal public lands conservation policy, as well as state and local conservation policy in HECHO's geographic region.
- Identify, monitor, analyze, and prioritize public lands policy advocacy opportunities, and seek to improve policy outcomes for HECHO's constituencies.
- Build and maintain relationships with elected officials and their staff, administration officials, community leaders, government agencies, non-profit partners, etc.
- Advance and adjust, as needed, HECHO's policy priorities, and develop and implement public lands policy advocacy action campaigns.
- Collaborate with NWF's programs, National Advocacy Center, and affiliates to coordinate on federal policy opportunities.
- Advise and assist the HECHO program and communications staff on the development and delivery of educational, training, and advocacy tools, including: webinars, factsheets, opinion media, talking points, reports, etc.
- Work with the HECHO Advisory Board and Conservation Leadership Council to identify and analyze local or state public lands policy opportunities, recommend policy outcomes, and provide support for advocacy.
- Identify funding opportunities and collaborate on securing funding for programs, and assist with writing grant proposals and reports.
- Serve as an ambassador and champion of HECHO.
- Carry out additional duties, as assigned

Qualifications:

- Minimum of 5 years of experience in public policy advocacy required.
- Excellent writing and research skills, and ability to prepare timely issue briefs, position statements, reports, letters, and advocacy materials required.
- Exceptional knowledge of conservation and public land conservation issues and the various public land management agency missions, structure, and regulatory authorities.
- Ability to thrive in a collaborative, fast-paced environment.
- Passionate about understanding and communicating the impact legislation and other policies will have on western Hispanic communities and culture.
- Familiarity of and demonstrated commitment to Hispanic cultural heritage.
- Demonstrated ability to effectively navigate and understand government policy-making processes, particularly with Congress and the Executive Branch.
- Conversational Spanish language skills preferred.
- Bachelor's degree required; graduate degree in environmental policy, public policy, law, or other related field preferred.



**HECHO
CONT**

Experience:

- Previous experience developing policy agendas and advocacy strategies.
- Proven success in persuasive or advocacy writing and oral communication skills, particularly with decision-makers.
- Experience working with people from different backgrounds and ability to bring people together to work toward common goals.
- Ability to collaborate, communicate, and coordinate effectively and efficiently with both internal multi-disciplinary teams and external partners to achieve results.
- Experience managing simultaneous work streams and tracking deliverables, through various organization systems and work flow processes.
- Demonstrated organizational skills and ability to establish priorities and manage activities independently.
- Demonstrated knowledge of Hispanic heritage, in particular cultural and historical connections to the land, air, and water, and ability to share knowledge in a culturally responsive way.
- Experience securing and managing grant funding preferred.

Travel Requirements:

- Initially, the position will work remotely with an expectation for location in the Washington, D.C. office. (Due to COVID-19 all employees are working remotely until we make return to work decisions).
- When travel is allowed, expect travel 4-6 times per year, 12-15 nights per year.