



Community Conservation Coordinator

Position Description

The Community Conservation Coordinator will work with municipalities, community members, partner organizations, and businesses to create Bird-Friendly Communities where birds and people can thrive. Activities will be focused in the Monongahela Valley (Mon Valley) communities of Dravosburg, McKeesport, South Versailles, White Oak, and Versailles with the potential to expand to other areas. This is a 2-year position with the possibility of extension, contingent on funding.

Position duties include, but are not limited to:

- Liaise with municipalities, including attendance at municipal meetings, identifying partnership opportunities, and providing technical assistance related to habitat management, reduction of invasive species, and eco-friendly policies;
- Develop and deliver environmental educational programs and materials;
- Build partnerships with local organizations to maximize project impact and reach; represent Audubon Society of Western Pennsylvania (ASWP) at community events and related meetings;
- Support Certified Backyard Habitat program and native plant distribution;
- Work in collaboration with the Conservation Director and Whetzel Land Steward to identify and implement habitat restoration projects;
- Conduct outreach to local nurseries to reduce invasive species and support increased retail offering of native, bird- and pollinator-friendly plants.
- Recruit and coordinate volunteers;
- Assist with grant writing and planning in order to grow program impact in the Mon Valley and beyond;
- Other duties as assigned.

Skills and Competencies

Required

- Educational experience related to the needs of the position,
- 4-6 years of experience in conservation, public policy, community development, or a related field,
- Ability to effectively coordinate and manage multi-organizational projects,
- Excellent writing, presentation, communication, and collaboration skills,
- Ability to support municipalities and other project partners with an emphasis on creative problem-solving,
- Working knowledge of habitat management, including native and invasive plants, and avian conservation practices,
- Ability to work independently, establish work priorities, and manage time effectively while maintaining flexibility,
- A love of birds and dedication to the mission of ASWP,
- Ability to secure criminal and child abuse clearances (fees reimbursed by ASWP), and

- Valid driver's license and reliable transportation.

Preferred

- Familiarity with the Mon Valley,
- Experience with ArcGIS, and
- Grant writing, grant management, and report development.

Compensation

Salary range is \$40,000-\$45,000. This is a full-time, exempt position that is currently funded for 2 years with the possibility of extension depending on funding. Some weekends and evenings will be required. ASWP is dedicated to providing a competitive salary, excellent benefits, and a flexible work environment where we connect to nature every day. We are committed to creating a diverse workplace and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity/expression, sexual orientation, national origin, age, disability, veteran status, or belief.

How to Apply

Submit resume and cover letter, via e-mail to: Sarah Koenig, Conservation Director, at skoenig@aswp.org. Applications will be accepted on a rolling basis until the position is filled; priority consideration will be given to applications received by **March 1**.

About Audubon Society of Western Pennsylvania

ASWP is an environmental education and conservation engagement organization founded in 1916 and based in Pittsburgh (Fox Chapel). The mission of Audubon Society of Western Pennsylvania is to *connect the people of southwestern Pennsylvania to birds and nature through our programs, projects, and places*. ASWP is a fiscally and legally independent chapter of National Audubon Society and serves a seven-county region consisting of Allegheny, Armstrong, Beaver, Butler, Fayette, Washington, and Westmorland counties. ASWP maintains four public facilities – Beechwood Farms Nature Reserve in Fox Chapel, Allegheny County; Succop Nature Park in Butler, Butler County; as well as Todd Nature Reserve and Buffalo Creek Nature Park in Sarver, Butler County. With an annual operating budget of approximately \$2.01 M and 20 employees, ASWP conducts both formal and informal programs in schools, local parks, and at its four locations, advocates on behalf of birds and nature, and conducts conservation programs throughout western Pennsylvania.

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