

## **Job Opening**

# **Southern Nevada Programs Coordinator**

### **with Friends of Nevada Wilderness**



FRIENDS of NEVADA WILDERNESS

**Location:** Las Vegas office

**Schedule:** Flexible 40-hour week with frequent weekend and occasional overnight travel

**Deadline to Apply:** Open until filled

**Anticipated Start Date:** Timing for this position is contingent on funding from a grant that is not yet finalized

Friends of Nevada Wilderness is a statewide conservation non-profit founded in 1984. Friends' mission is to protect all present and potential wilderness from ongoing threats, educate the public about the values of and need for wilderness, and improve the management and restoration of wild lands.

#### **Main Duties:**

- This position will entail coordinating volunteer stewardship projects in southern Nevada's backcountry with land management agencies, ensuring they're mission-oriented and appropriately funded.
- Lead and support volunteer stewardship trips, with safety and care of volunteers the top priority, including pre- and post-trip logistics, packing, unloading and cleaning, and volunteer data entry and reporting.
- Work with the Southern Nevada Programs Director to maintain certain grants, including application, budgeting, and reporting, ensuring deliverables are met, and pinpointing potential funding sources.
- Assist with volunteer appreciation events, displaying knowledge of stewardship program, the overall organization, and Nevada's public lands history and geography.
- Collaborate with the Communications Team to recruit volunteers and develop a broad base of supporters through education programs, presentations, community events, and print, social, and news media.
- Represent the organization in partnerships and working relationships with government agencies, businesses, and community organizations.
- This position is being crafted and duties may adjust depending on individual skills. Please include experiences that we did not specifically ask for, but you believe may be relevant to our organization.

**Skills Required:** Must be 18 years of age or older with a valid driver's license and a clean driving record. Excellent organizational and communication skills, comfortable and effective with public speaking. Ability to work with people from different backgrounds and experiences. Intermediate computer skills, including Microsoft Office Suite. Ability to hike for up to ten hours with a 25-pound backpack and ability to sit for up to four hours at a time. Must have personal hiking and camping equipment. Bilingual candidates encouraged to apply.

**Experience and Education:** High school diploma or GED required. Experience with outdoor camping, backcountry travel, and volunteer or crew management experience is helpful.

**Compensation:** \$36,000 - \$40,000 dependent on experience and education, plus health care, long-term disability, IRA match, and paid time off package. Salary is negotiable within range.

**To Apply:** Email your cover letter, resume, and three professional references with the subject line "Southern Nevada Stewardship Coordinator" to [employment@nevadawilderness.org](mailto:employment@nevadawilderness.org). For position-specific questions, contact Grace Palermo at [grace@nevadawilderness.org](mailto:grace@nevadawilderness.org). No phone calls, please.

*Friends of Nevada Wilderness is proud to be an Equal Opportunity Employer, and is committed to being a place where a diverse mix of talented people want to come, to stay, and to do their best work. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Applicants are encouraged to include service as an AmeriCorps and Peace Corps service volunteer or veteran, or identity as a person with disabilities. Self-identifying is optional and will not result in any adverse treatment for the applicant.*