



## San Francisco Bay Joint Venture/Point Blue Conservation Science Job Announcement

### **Position: Policy and Communications Coordinator**

**Location:** San Francisco Bay Area (preferred, other locations considered)

**Compensation:** \$80,000 to \$94,000 depending on experience.

**Benefits:** Point Blue provides a comprehensive benefit package including employer paid medical and dental for staff and 75% for dependents. Other benefits include life insurance, long-term care, long- and short-term disability, flexible spending accounts, and retirement plans.

For PB HR: Prof III

The San Francisco Bay Joint Venture (SFBJV) seeks a Policy and Communications Coordinator to join our staff in support of our partnership's work to improve and increase habitat for wildlife in the San Francisco Bay Area. The SFBJV is a public-private partnership involving federal, state, non-profit, and industry members. Partners include land managers, scientists, regulators, planners, engineers, public agencies, private foundations, private industry, non-profits, and advocates throughout the nine San Francisco (SF) Bay Area counties. The SFBJV works to protect, restore and enhance habitats through project implementation and by advancing related science, policy and communication priorities to achieve the goals outlined in the SFBJV Implementation Plan. The SFBJV provides key forums to share information, discuss regional issues, identify priorities and strategies, and take action. The Policy and Communications Coordinator works with partners on regional, state, and federal policies and initiatives that influence funding and implementation of on the ground conservation actions towards our habitat goals and serves as liaison and informational contact to federal, state, and private groups. This position includes convening, researching, writing, and educating partners and decision-makers on priority issues and initiatives. This position does not involve any lobbying.

Initiatives identified for urgent action over the coming two years include facilitating state and federal funding towards support of wetland and wildlife projects and programs, advancing beneficial use of sediment for wetland restoration and shoreline resilience, and supporting regulatory efficiencies to help increase the pace and scale of wetland protection and restoration.

The SFBJV is funded by the U.S. Fish and Wildlife Service (USFWS) and grants from other partners and programs. The Policy and Communications Coordinator operates as an employee of Point Blue Conservation Science, who is a member of the Joint Venture management board and contributes to JV working committees.

## **Essential Functions:**

### Advance Policy and Communications Strategy: 40%

- Track and pursue existing and emerging opportunities to advance SFBJV's regional, state, and federal public policy and funding priorities identified in the SFBJV Implementation Plan, Operational Plan and other work planning documents.
- Facilitate and track SFBJV partner discussions and actions on public policy development, regulations, and budget issues related to wildlife and its habitat in SFBJV.
- Lead policy initiatives in conjunction with SFBJV Management Board, Staff and partners to develop focused and effective policy related to implementing SFBJV's conservation mission.
- Build strong working relations with public agencies, elected and appointed officials and their staffs, and partner organizations to help advance SFBJV priority conservation activities.
- Coordinate with partners to develop strategic messages and educational materials to provide to congressional representatives and other decision-makers during national, state, and regional meetings.
- Develop, track, inform and educate key stakeholders about policy, regulations and budget issues related to wildlife and its habitat in SFBJV.
- Represent SFBJV in coalitions and on various advisory committees related to policy and communications.
- Develop, implement, and update policy and communications strategies and work plans, in coordination with the Policy Committee Chair, the Management Board, the Coordinator, and other regional experts.
- Identify, evaluate, and engage key audiences to reach and/or involve with SFBJV policy and communications programs and materials.
- Develop a sharing strategy for the SFBJV Implementation Plan.
- Help identify and secure public and private funding for SFBJV activities and programs.

### Convening, General Communications, and Writing: 35%

- Serve as lead staff and project manager for initiatives and actions identified as work plan priorities for the Policy and Communications programs.
- Provide support for SFBJV Policy and Communications committee meetings, with guidance from Coordinator and Committee Chairs. Includes developing meeting content, executing all communications and logistics, and completing follow-up actions. Creates quarterly and annual summaries of committee accomplishments.
- Draft comment letters, white papers and other statements from SFBJV as directed by the Management Board. Seek review of letters and papers and secure consensus to reflect SFBJV partnership's position.
- Collaborate with JV staff, partners, and design contractors to write, update, edit, and produce communication materials such fact sheets, website content, videos, portable displays, and the like.
- Work with other staff and partners to develop clear, easy-to-understand and scientifically accurate materials that build awareness of the SFBJV's strategic priorities and key programs.
- Develop content as needed and work with other staff to maintain SFBJV website, bulletin, and social media.

- Write annual work plans, in coordination with the Policy Committee Chair, Communications Committee Chair, the Management Board, the Coordinator, and other regional experts.
- Promote the Joint Venture mission, tools, and partner projects with target audiences and develop new audience forums for policy and outreach.
- Host and provide workshops for JV partners on policy and communications topics that can assist them in helping to achieve Joint Venture goals.
- Prepare materials for policy and outreach events and attend or secure SFBJV staffing representation.
- Schedule and organize tours of wetland restoration projects for decision-makers as outlined in strategic planning documents and work plans and/or requested by partners.
- Establish systems for and manage all communications assets – imagery, handouts, talking points, and other assets- so they are easily accessible to staff.

Regional and National Committees: 15%

- Engage with staff from other Migratory Bird Joint Ventures to coordinate at broader landscape scales and on landscape-scale issues.
- Engage in related regional and national forums.

Other Duties as Assigned: 10%

- Perform special projects and research as assigned.
- Perform other duties as assigned.

**Supervisory Responsibility:**

None currently, but could be developed

**KNOWLEDGE/SKILLS/ABILITIES**

- In-depth first-hand knowledge of regional, state, and federal policy and funding processes with a focus on natural resource conservation programs.
- Self-directed and highly motivated team player. Experience working in a collaborative environment.
- Demonstrated commitment to excellence and integrity in all aspects of work.
- Demonstrated practice of emotional intelligence through self-awareness and self-management.
- Exceptional oral and written communications as well as editorial skills including public speaking.
- Knowledge and experience managing projects of varying complexity; able to assemble information from a variety of sources to create a clear plan and cohesive product.
- Experience in collaboratively preparing and presenting proposals, letters of comment, informational white papers, and policy positions.
- Ability to persuasively convey the mission of SFBJV to diverse groups including government officials and user groups who are critical to achieve our goals.
- Inspires confidence; demonstrates an affinity with the interests of scientists and conservation managers; solicits and responds well to feedback.
- Ability to manage deadlines, work collaboratively, prioritize and work under pressure with a positive can-do attitude.
- Ability to work in partnership with other organizations in a collaborative and advisory capacity.
- Ability to travel frequently within the region, state (Sacramento), and quarterly to Washington, DC.
- Skills operating Microsoft Office programs.

**Certifications and/or Licenses:**

- None

**Preferred Education and Experience:**

This position requires a combination of education and/or experience. Applicants will possess an undergraduate degree, preferably in conservation biology, ecology, environmental sciences, environmental policy and planning, or other related fields or approximately 4-5 years of policy experience.

**Work Environment & Physical Requirements:**

- This position operates in a professional office environment
- This position will make occasional field site visits and must be able to work in remote field locations with uneven terrain and limited vehicle access or cell phone reception
- Routinely uses standard office equipment such as computers, phones, photocopiers, scanners, and filing cabinets
- Work environment is indoors with majority of time spent sitting at a desk
- Ability to stand, bend, stoop, sit, walk, twist and turn
- Ability to lift up to 25 pounds occasionally
- Ability to use a computer keyboard and calculator

**Position Type, Expected Hours of Work, and Travel:**

- This is a full-time position
- Days and hours of work are Monday through Friday
- Evening and weekend work may be required as job duties demand
- Frequent travel within the region, state (Sacramento), and at least annually to Washington, DC.

**Our Benefits:**

Point Blue provides a comprehensive benefit package including employer paid medical and dental for staff and 75% for dependents. Other benefits include life insurance, long-term care, long- and short-term disability, flexible spending accounts, and retirement plans.

**Compensation:**

This position is posted with a salary range of \$80,000 to \$94,000 depending on experience.

**How to Apply**

Please send your resume and cover letter to: [sscoggin@sfbayiv.org](mailto:sscoggin@sfbayiv.org) and cc [jobs@pointblue.org](mailto:jobs@pointblue.org). Please use "Policy and Communications Coordinator" in the subject line. Position open until filled with resume screening beginning in late June and interviews beginning in July, 2022

*Point Blue is proud to be an equal employment opportunity and affirmative action employer. We do not discriminate against applicants or employees because of race, color, religion, national origin, marital status, sex, sexual orientation, gender identity, age, citizenship status, disability status of an otherwise qualified individual, membership or application for membership in a uniformed service, or membership in any other class protected by applicable law and will make reasonable accommodation for applicants with disabilities to complete the application and/or participate in the interview process.*



## San Francisco Bay Joint Venture/Point Blue Conservation Science Job Announcement

### **Position: Conservation Program Coordinator**

**Location:** San Francisco Bay Area (preferred, other locations considered)

**Compensation:** \$70,000 to \$75,000 depending on experience.

**Benefits:** Point Blue provides a comprehensive benefit package including employer paid medical and dental for staff and 75% for dependents. Other benefits include life insurance, long-term care, long- and short-term disability, flexible spending accounts, and retirement plans.

For PB HR: Prof II

The San Francisco Bay Joint Venture (SFBJV) seeks a Conservation Program Coordinator (CPC) to join our staff in support of our partnership's work to improve and increase habitat for wildlife in the San Francisco Bay Area. The SFBJV is a public-private partnership involving federal, state, non-profit, and industry members. Partners include land managers, scientists, regulators, planners, engineers, public agencies, private foundations, private industry, non-profits, and advocates throughout the nine San Francisco (SF) Bay Area counties. SFBJV works to protect, restore and enhance habitats through project implementation and by advancing related science, policy and communication priorities to achieve the goals outlined in the SFBJV Implementation Plan. The SFBJV provides key forums to share information, discuss regional issues, identify priorities and strategies, and take action. The CPC works with other SFBJV staff and partners to provide essential tools and services to the conservation community, including project tracking, mapping, and related communications and reporting along with crafting and convening meetings and events that advance discussion and action. The CPC serves as a liaison and informational contact to partner initiatives throughout the region. This position provides an excellent opportunity to work directly with the entire breadth of conservation practitioners across the region and is perfect for someone with strong organizational and communication skills who wants to make a measurable difference for birds, other wildlife, and their habitats.

The SFBJV is funded by the U.S. Fish and Wildlife Service (USFWS) and grants from other partners and programs. The Conservation Program Coordinator operates as an employee of Point Blue Conservation Science, who is a member of the Joint Venture management board and contributes to JV working committees.

### **Essential Functions:**

#### **Program and Working Committee Planning and Delivery: 25%**

- Provides support for SFBJV working committee meetings for the Conservation Delivery and Science working committees, with guidance from the Coordinator and Committee Chairs. Includes developing meeting content, executing all communications and logistics, and

completing follow-up actions. Creates quarterly and annual summaries of committee accomplishments.

- Serves as lead staff and project manager for initiatives and actions identified as work plan priorities for the Conservation and Science programs.
- Supports other staff on implementation of actions related to Communications and Policy programs, particularly where these actions interface with the conservation and science programs.
- Supports strategic planning processes related to the work of staff, committees, and the management board.
- Assists in the coordination of implementation actions approved by the SFBJV Management Board.
- Prepares correspondence, technical reports, administrative records, and materials.

#### Project Tracking, Review, and Reporting: 25%

- Manages all elements of SFBJV habitat project data tracking and reporting in coordination with partners.
- Facilitates updates and implementation of SFBJV project adoption criteria and process for considering new SFBJV projects. Works closely with partners, including the San Francisco Estuary Institute (SFEI) and the San Francisco Bay Restoration Authority, among others, in management and updates to data in project tracker.
- Works with SFEI to create and jointly manage online “dashboards” where summaries of project accomplishments will be shared publicly.
- Engage in coordinated habitat mapping efforts.
- Prepares content for required annual report to the USFWS and other requests and communications related to Project Tracker and the SFBJV projects in EcoAtlas.
- Manages project design review program and sedimatch program.

#### Administration: 20%

- Provides administrative support to the Coordinator in terms of meeting scheduling, note taking, report preparation and similar tasks.
- Prepares and submits invoices for payment.
- Participates in the annual self and peer review process.

#### Management Board Coordination: 10%

- Assists the Coordinator with planning, logistics, and follow up for quarterly Management Board meetings.

#### Partnership Development and Management: 10%

- Assists in building and maintaining partnerships with other organizations to deliver programs that address SFBJV priorities.
- Communicates with stakeholders to keep them informed and engaged in the work of SFBJV.

Other Duties as Assigned: 10%

- Perform special projects and research as assigned.
- Perform other duties as assigned.

**Supervisory Responsibility:**

None. Potential to supervise future program support interns.

**Knowledge, Skills, and Abilities:**

- Knowledge of SF Bay ecosystems and wetland restoration
- Excellent organizing skills (personal, organizational)
- Self-directed and highly motivated team player
- Demonstrated commitment to excellence and integrity in all aspects of work
- Demonstrated practice of emotional intelligence through self-awareness and self-management
- Experience in program management and strategic planning
- Knowledge and experience managing projects of varying complexity
- Excellent writing, verbal, and editing/proofreading communication skills
- Strong computer skills including MS Office Suite
- Ability to self-direct work, prioritize, manage multiple tasks and responsibilities, and meet deadlines
- Strong problem-solving skills
- Ability to listen and navigate multiple viewpoints and perspectives and recommend solutions to challenges

**Certifications and/or Licenses:**

- Valid California driver's license and favorable driving history, and proof of auto insurance.

**Preferred Education and Experience:**

This position requires a combination of education and experience. Applicants will possess an undergraduate degree, preferably in conservation biology, ecology, environmental sciences, environmental policy and planning, or other related fields or 3 years of experience in project or program implementation, ideally within a conservation-focused agency or organization.

**Work Environment & Physical Requirements:**

- This position operates in a professional office environment with the potential to be either partially or fully remote. In person work to be conducted in accordance with local health guidelines.
- Routinely uses standard office equipment such as computers, phones, copiers, scanners, and filing cabinets.
- Work environment is indoors with the majority of time spent sitting at a desk.
- Ability to stand, bend, stoop, sit, walk, twist, and turn (accommodations possible)
- Ability to lift up to 25 pounds occasionally.

- Ability to use a computer keyboard.

**Position Type, Expected Hours of Work, and Travel:**

- This is a full-time position.
- Days and hours of work are generally Monday to Friday but can be varied according to the season and project.
- Evening and weekend work may be required as job duties demand.
- Some travel is expected for this position within the San Francisco Bay area, primarily to and from site visits and meetings. Some additional travel may be required occasionally to attend meetings and conferences.

**How to Apply:**

Send your resume and cover letter, along with your salary expectations to: [sscoggin@sfbayjv.org](mailto:sscoggin@sfbayjv.org) with “SFBJV Conservation Program Coordinator” in the subject line. Position open until filled with resume screening beginning in late June and interviews beginning in July, 2022.

*Point Blue is an equal employment opportunity employer and does not discriminate against applicants or employees because of race, color, religion, national origin, sex, age, sexual orientation, citizenship status, disability status of an otherwise qualified individual, membership or application for membership in a uniformed service, or membership in any other class protected by applicable law and will make reasonable accommodation for applicants with disabilities to complete the application and/or participate in the interview process.*