

Campaign Coordinator

Pacific Wolf Coalition

Location: Northern California, Oregon or Washington

BASIC SUMMARY:

The Pacific Wolf Coalition (PWC) is an alliance of member organizations and individuals working towards a common vision where wolves once again play a positive, meaningful, and sustainable role on the landscape and in our culture. Members of the Pacific Wolf Coalition seek to efficiently and effectively achieve that shared vision while honoring our unique values, strengths, and goals.

The Pacific Wolf Coalition Campaign Coordinator will work closely with a coalition of conservation organizations and other partners throughout the Pacific West on a collaborative campaign to sustain wolf recovery in this region. This half-time position requires a working knowledge of grassroots campaigns, wildlife conservation issues and policy, and experience working in a coalition management capacity or equivalent. In addition, the Campaign Coordinator must have outstanding communication and organizational skills and the ability to work well with diverse interests in a coalition setting. The ideal candidate has significant experience in public outreach and media campaigns.

Working closely with the Pacific Wolf Coalition steering committee, the Campaign Coordinator will focus on conserving wolves in the region via a shared strategy to ensure state and federal management of wolves is informed by science and guided by conservation values, address immediate threats to wolves, conduct targeted outreach and mobilization, and inform and implement an effective communications plan. The Campaign Coordinator will work closely with and help coordinate the wolf conservation efforts of partners and citizen advocates, particularly local, regional, and national organizations that further the mission of the Pacific Wolf Coalition.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Internal Organizing - 55%

- Coordinate a large and diverse coalition of environmental organizations involved in wolf conservation to maximize effectiveness.
- Develop strong working relationships with organizations and staff involved in the campaign.
- Facilitate effective communication and information exchange among campaign partners, including national and regional working groups, via conference calls, listservs, and in-person meetings.
- Advance campaign plan goals by assisting and supporting campaign partners in delivering on these in a timely manner.
- Maintain a timeline of key policy-related dates, comment deadlines, and associated responses needed by the campaign and ensure that appropriate and timely action is taken as needed.
- Create, maintain and update coalition materials, including membership list and membership documents.

Coalition Communication and Media - 35%

- In conjunction with the PWC steering committee, update and maintain website and social networks.

- Coordinate and integrate the campaign's outreach and policy-related activities with an emphasis on a communications and media strategy.
- Engage public via Facebook and coalition website.
- Coordinate coalition press outreach efforts.
- Identify, organize, and participate in outreach events as needed.

Coalition Development - 10%

- Work with steering committee to keep track of coalition funds and identify opportunities to raise additional funding to implement strategy and communications plans.
- Identify key leaders within the coalition to take on roles of responsibility.
- Identify organizations or individuals for coalition membership.

DESIRED QUALIFICATIONS:

- **Education:** Bachelor's degree in natural resources, biology, wildlife management, environmental science, public policy, or related field.
- **Experience:** 3-5 years of experience working in campaigns and coalition management or public relations or press.
- **Other:**
 - Strong facilitation, project management and diplomacy skills to work effectively in a coalition setting with diverse and varied interests and personalities.
 - Excellent communication skills, including writing and editing as well as verbal communications.
 - Excellent time management, attention to detail, follow-through and evaluation of progress; ability to work under pressure and under deadline.
 - Strong sense of initiative and the ability to work creatively and independently with limited supervision but with input from a variety of sources.
 - Demonstrated commitment to conservation advocacy, environmental protection and natural resources conservation.
 - Knowledge of state and federal environmental policies and processes that apply to wildlife management preferred.
- An equivalent combination of education and experience may be accepted as a satisfactory substitute for the specific education and experience listed above.

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is required to be able to talk, hear, and type at a computer. Some travel may be required.

WORK ENVIRONMENT:

- This position will be based in northern California, Oregon or Washington. Working out of a home office will be given consideration.

DURATION:

- This half-time position is anticipated to begin on April 1, 2015 or as close as possible to that date, and is funded for 12 months. Depending on continued funding, the position may be extended beyond the 12 months and/or increased to full-time.

COMMENTS:

- Some travel and some evening and weekend work will be required.

HOW TO APPLY:

- Please reference PWC Campaign Coordinator and send resume, cover letter, and references *in a single pdf document* to pacificwolfcoalition@gmail.com. The position is open until filled.

All employees are required to satisfactorily perform the essential duties and responsibilities of their positions. The essential duties and responsibilities listed above are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.