



Archbold

Title: Conservation partnerships coordinator
Department: Conservation
Classification: Exempt (not eligible for overtime)
Supervisor: Director of conservation

Summary

The conservation program at Archbold Biological Station is seeking to grow and plan regional engagement in south-central Florida to support and expand partnerships for local-to-regional (up to southeast U.S.) conservation networks. We are looking to hire a Conservation Partnerships Coordinator to lead and manage this new work. The position is initially funded for one year, but efforts are underway to extend this.

Compensation: \$40,000+, depending on experience. Health, dental, vision, long-term disability and life insurance, 11 paid holidays, accrued vacation and sick leave. Retirement benefits with matching contributions after 1 year.

Location: Archbold Biological Station near Lake Placid, FL.

Full-time on-site work is strongly preferred, but part-time remote work with an on-station presence 2–3 days per week may be considered for the right candidate.

To apply, send resume and cover letter to Joshua Daskin, Director of Conservation (jdaskin@archbold-station.org) by January 11, 2024.

Required Education and Experience

- A bachelor's or higher degree in an environmental, science, or natural resources management field;
OR
- Two years of relevant work or volunteer experience in one of these fields with a degree in another relevant field (for example, but not limited to, communications, non-profit management and partnerships).

Competencies and Additional Eligibility Qualifications

Not all competencies are required to excel in this position. Please consider applying if you fit several or most qualifications.

- An understanding of and commitment to Archbold's mission.
- Excited to work with scientists, conservationists, ranchers, politicians, land use planners, and others to advance ambitious, creative conservation goals.
- Excellent communication skills, both verbal and written.
- Ability to navigate among multiple groups' needs and interests to find and achieve common goals.
- Demonstrated ability to synthesize disparate information into a compelling narrative.
- Experience leading groups from multiple organizations.
- Energy and poise to lead virtual and in-person meetings.
- Knowledge of land protection, conservation science, ecology, hydrology, and/or Florida ranching.
- Anxious to see results.
- Ability to perform assigned tasks independently, with accuracy and attention to detail, and to clearly report results of such work.
- Good organizational and administrative skills.
- Interest in the application of science to conservation of wildlife and ecosystems.

- Candidates familiar with environmental non-profits and local, state, and/or federal agencies in peninsular Florida will be reviewed favorably, as will those familiar with the geography, in general.
- Possess valid drivers' license with good driving record as determined by Archbold's insurance carrier.
- Experience and proficiency in the use of computers and relevant software (e.g. Windows, Word, Excel, Powerpoint, web searches).

Additional helpful competencies, NOT required

- Basic GIS mapping abilities
- Grant-writing
- Contract management
- Strategic communications experience

Essential Duties and Responsibilities

Archbold conservation program

- Monitor and engage on local (Highlands, Polk, DeSoto Counties) land use planning issues and development.
- Stay current on activities of and attend online and in-person meetings of several collaborative conservation workgroups (e.g., Lake Wales Ridge Ecosystem Working Group, Florida Wildlife Corridor, Ocala to Osceola, Sentinel Landscape).
- Brief the Director of Conservation on local and regional conservation activities and concerns.
- Evaluate and identify benefits of formalizing Archbold partnerships with existing university, government, and non-profit collaborators.
- Summarize information on regional and national conservation issues for use in Archbold conservation activities.
- Translate science for the public and practitioners.
- Work with communications staff to expand and refine conservation messaging in Archbold communications and education.
- Coordinate partner meetings at Archbold and offsite.
- Manage Archbold conservation impacts tracking.

Developing regional conservation capacity

- Keep informed on Everglades Headwaters and Peace River watershed conservation partner (NGO, research, government, and landowner) activities, goals, and needs.
- Identify opportunities for Archbold to advance conservation in the Headwaters of the Everglades and the Peace River watershed with a focus on data and science needs.
- Plan a Headwaters of the Everglades cooperative to coordinate and promote conservation solutions among scientists and practitioners, and to design a system for tracking progress. Build from lessons learned in other southeast partnerships.
- Support partners' conservation planning and actions in Highlands, Polk, and Desoto Counties. May include working with individual landowners, county planning staff, the Avon Park Air Force Range Sentinel Landscape partnership, and the Lake Wales Ridge Ecosystem Working Group.
- Contribute to cooperative writing of grant proposals to fund regional conservation priorities.

Supervisory Responsibility

- No direct supervisory responsibilities anticipated.

Position Type/Expected Hours of Work

This is a full-time 40 hour/week position with general workdays Monday through Friday; however, early morning, evening and weekend hours may very occasionally be required with little or no notice.

Travel

Incumbent may occasionally travel to conferences, special events, meetings, workshops, site visits, or other gatherings, generally within Florida.

Work Environment

Occasionally visits project sites in conditions that may include inclement weather, heat and humidity. Most work will be in an office environment, and routinely uses standard office equipment such as computers, phones, photocopiers, and

projectors. The incumbent may occasionally enter a laboratory setting with possible exposure to potentially hazardous materials and is required to wear appropriate protective clothing and equipment when around these materials.

Physical Demands

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to work at a computer for long periods of time, talk or hear, travel between offices on our campus and/or use virtual meeting technology; and rarely required to lift, push, and pull items up to 15 pounds; climb stairs; reach stoop, bend, kneel, crouch or crawl. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

Acknowledgment

This information is not designed to be a complete inventory of the job duties, responsibilities, and qualifications. Rather, it's designed to give the general nature and level of work to be performed by an employee assigned to this job title.

Anonymous demographic survey

We ask all applicants to fill out [this anonymous survey](#) to help us track long-term trends in the demographics of applicants. Your responses will not be associated with your application or shared with hiring managers.

- Questions include those about race, age, ability, education, gender, and sexual identity.
- All questions are optional.
- The survey is confidential. None of the information will be shared.

These data are aggregated annually by Human Resources.

Disclaimer

Archbold Expeditions is committed to integrating diversity, equity, and inclusion principles into our organization. Archbold does not discriminate on the basis of race, gender identity, sex, sexual orientation, marital status, age, ability, ethnicity, political ideology, religion, national origin, and all other classifications protected by federal, state, or local law.

Archbold Expeditions is an equal opportunity employer and encourages applications from members of underrepresented groups.