

The Nature Conservancy

JOB DESCRIPTION

JOB TITLE:	CLAIRE M. HUBBARD YOUNG LEADERS IN CONSERVATION FELLOWSHIP
JOB FAMILY:	Conservation
JOB NUMBER:	450003
SALARY GRADE:	4
FLSA STATUS:	Exempt

ABOUT US

The Nature Conservancy is the world's leading conservation organization, working in all 50 states and more than 33 countries. Founded in 1951, the mission of The Nature Conservancy is to preserve the plants, animals and natural communities that represent the diversity of life on Earth by protecting the lands and waters they need to survive.

POSITION SUMMARY

The **Hubbard Fellow** will participate in a wide range of conservation activities, including prairie seed harvest and planting, invasive species control, prescribed fire, data collection and entry, fundraising visits, leading tours, giving presentations to various groups, fence building and repair, and more. The Fellow will also travel to multiple Conservancy sites, attend conservation-related meetings and conferences, and shadow Conservancy and partner staff in various capacities. In addition, the Fellow will plan and conduct an independent project catered to the Fellow's individual interests and career objectives. The Fellow will need to work closely with Conservancy staff, cooperating scientists, volunteers, and graduate students. This twelve month (full-time) position will require irregular hours and will include extensive outdoor physical labor under adverse conditions. The Hubbard Fellow is supervised by the Program Director, and may oversee the activities of short-term staff and volunteers. This position is located at the Conservancy's Platte River Prairies, in a rural part of central Nebraska at Wood River, NE, and will run from **June 2013 through May 2014**. Housing is provided on a Conservancy Preserve.

BASIC QUALIFICATIONS:

- BA/BS/AS/Technical or vocational degree in biology, environmental studies, or related field.
- Knowledge of natural systems.
- Experience performing physical work.
- Must hold current drivers' license.
- Qualified as or able to meet qualifications for Prescribed Fire Crew Member (<http://www.tncfiremanual.org/RXCM.htm>)

ESSENTIAL FUNCTIONS:

The Hubbard Fellow participates in preserve operations, maintenance and management at the Platte River Prairies and other Conservancy sites. This may include one or more of the following functions:

- Invasive species control, including herbicide application
- Livestock management
- Prescribed burning
- Construction, repair, and maintenance of fences and other preserve infrastructure
- Operates and maintains tools and equipment

In addition, the Fellow also

- Harvests, cleans, and plants local-ecotype prairie seed for restoration projects.

- Conducts tours of Conservancy properties, including sandhill crane viewing tours.
 - Gives presentations to various groups about The Nature Conservancy's work
 - Proposes and completes an independent project on a topic mutually acceptable to the Conservancy and the Fellow.
 - Assists with outreach on TNC's work by helping to design and implement social media and web-based strategies.
 - Assists with research and monitoring data collection, entry, and analysis.
 - Assists with land management and restoration planning.
 - Assist with the operation of a prairie seed production facility. Plant, water, weed, and provide other care for seedlings both in the greenhouse and in the field.
 - Tracks and records management and restoration activities using Geographic Information Systems (GIS).
 - Assists with other duties related to finance, philanthropy, and marketing.
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REQUIRED KNOWLEDGE AND SKILLS:

- BA/BS/AS/Technical or vocational degree in science-related field and one to two years related experience in custodial and ecological land management or equivalent combination of education and experience.
- Demonstrated leadership capability through college or extracurricular activities.
- Experience working with or knowledge of natural systems. Ability to recognize plant and animal species as required to complete preserve management activities.
- Ability to perform physical work, sometime under adverse conditions or in inclement weather
- Knowledge of current trends and practices in conservation, land management and natural resource preservation
- Completing tasks independently with respect to timeline(s)
- Managing time and diverse activities under deadlines while delivering quality results
- Working knowledge of common software applications (e.g.; Word, Excel, Web browsers).
- Communicating clearly via written, spoken and graphical means in English and other relevant languages
- Safe use of maintenance tools; including lawn mowers, power tools and construction tools

COMPLEXITY/PROBLEM SOLVING:

- Coordinates multiple projects with several variables, setting realistic deadlines and managing timeframes
- Interprets guidelines, evaluates information, and modifies processes to adapt to changing circumstances
- Compiles data, resolves disparities and modifies processes to generate plans
- Resolves routine issues independently, consulting with supervisor to develop plans for resolution of complex and unusual problems
- Cultivates and develops creative ideas to improve conservation strategies
- Applies diversified knowledge of scientific principles and practices to a variety of assignments

DISCRETION/LATITUDE/DECISION-MAKING:

- Makes independent decisions based on analysis, experience and judgment
- Perform under minimal and frequently distant supervision, consulting with supervisor in event of any unusual circumstance, problem or question that falls outside of general preserve management realm.

RESPONSIBILITY/OVERSIGHT – FINANCIAL AND SUPERVISORY:

- May lead or monitor work groups consisting of staff, interns, and volunteers covering a wide geographic area
- Financial responsibility may include working with staff overseeing a budget to complete projects, contracting with vendors, and assisting with budget development.

COMMUNICATIONS/INTERPERSONAL CONTACTS:

- Networks with diverse groups, including land owners, conservation partners, government officials, donors, board members and the general public to recruit support for the Conservancy and publicize Conservancy efforts

- Provide a variety of information to staff and others, contributing to conservation projects and assisting workflow throughout the organization.
- Work and communicate effectively with a diverse group of people, including scientists, preserve staff and others, providing and obtaining needed information
- Interacts with preserve visitors, conveys basic preserve information and leads field trips

AUTO SAFETY POLICY

This position requires a valid driver's license and compliance with the Conservancy's Auto Safety Program. Employees may not drive Conservancy-owned/leased vehicles, rental cars, or personal vehicles on behalf of the Conservancy if considered "high risk drivers". Please see further details in the Auto Safety Program document available at www.nature.org/careers.

Employment in this position will be contingent upon completion of a Vehicle Use Agreement, which may include a review of the prospective employee's motor vehicle record.

WORKING CONDITIONS/PHYSICAL EFFORT:

The Conservation Practitioner III may work in variable weather conditions, at remote locations, on difficult and hazardous terrain and under physically demanding circumstances. These conditions:

- require considerable physical exertion and/or muscular strain
- present frequent possibility of injury
- require long hours in isolated settings

SALARY INFORMATION

Annual Salary is \$18,200. All travel required for this position is paid by The Nature Conservancy. Excellent benefits, including comprehensive medical and dental insurance is available, plus housing is provided on a Conservancy Preserve.

BENEFITS

The Nature Conservancy offers competitive compensation, excellent benefits, flexible work policies and a collaborative work environment. We also provide professional development opportunities and promote from within. As a result, you will find a culture that supports and inspires conservation achievement and personal development, both within the workplace and beyond.

HOW TO APPLY

Interested candidates should visit www.nature.org/careers/. To apply to position number 40875, submit resume, one letter of recommendation and cover letter as one document. Cover letter should be no more than 800 words, and should express why the applicant is interested in the Fellowship, why they are qualified, and how the Fellowship would help them with their future career. All applications must be submitted in the system prior to 11:59 p.m. Eastern Time on March 8, 2013. Failure to complete all of the required fields may result in your application being disqualified from consideration. The information entered in the education and work experience sections are auto screened by the system based on the basic qualifications of the position. You must click submit to apply for the position. Click save if you want to be able to return to your application and submit it later. Once submitted, applications cannot be revised or edited. Any questions related to this specific position may be directed to chelzer@tnc.org.

Candidates who reach the second round of consideration for this position will be asked to submit a short essay and other materials for further review. Interviews for finalists will be held in Omaha, NE during late March or early April, 2013.

The Nature Conservancy is an Equal Opportunity Employer.

***The successful applicant must meet the requirements of
The Nature Conservancy's background screening process.***