



# Parsons Field Institute Coordinator

## OVERALL RESPONSIBILITIES

Coordinate and support research projects as part of the McDowell Sonoran Conservancy Parsons Field Institute. Projects will include long-term monitoring, experimental research, training and engaging citizen scientists, and community engagement.

## RESPONSIBILITIES INCLUDE

- Support local and regional projects focused on flora and fauna research and monitoring and the management of natural open space.
- Coordinate and oversee project logistics, including protocols, equipment, data collection, and data management.
- Recruit and train citizen scientists and other volunteers. Provide support for field and data processing teams.
- Contribute to project reporting for partners, funders, and other stakeholders.
- Partner with staff and stewards (volunteers) to recruit and mentor lead volunteers for research projects.
- Partner with education and communication staff/stewards to engage stewards and the community in the Conservancy's work.
- Draft regular updates on activities and research findings to promote the McDowell Sonoran Conservancy to public, stewards, the Conservancy Board of Directors, scientific partners, and other interested organizations and individuals.
- Work with stewards and staff to develop professional-level presentations and engaging activities.
- Participate in and contribute to planning and coordinating Conservancy events.
- Manage and update research permits and equipment inventory.

Other duties, as assigned.

## CANDIDATE QUALIFICATIONS

Required skills and experience

- Bachelor's degree in natural resources science or closely related field and two or more years of experience in a closely related field OR equivalent scientific experience in related/applicable areas
- Fieldwork experience and field skills, such as plot sampling, plant and animal identification, and use of GPS. Leading field project teams a plus
- Ability to plan, schedule, provide structure, set expectations, and follow-up on results
- Must have exceptional attention to detail, able to multitask, be organized, fast, efficient, skilled at prioritizing and meeting deadlines and excel in a fast-paced environment with the ability to keep a positive outlook under pressure
- Ability to interact well with a wide variety of people, including volunteers, research partners, and the public
- Advanced computer skills including Microsoft Office Suite
- Excellent written and oral communication skills
- Ability to take initiative and work independently; knowing when to seek assistance

- Must be able to pass a standard background check
- A valid driver's license and access to reliable transportation
- Ability to lift up to 30 pounds on a regular basis

#### Preferred skills and experience

- Experience with plant and animal monitoring techniques and scientific data collection procedures
- Sonoran Desert plant and animal identification
- Experience with wildlife camera monitoring and acoustic monitoring
- Skill in using ArcGIS software
- Public speaking experience

Like all of our staff members, this role is expected to contribute to a culture based upon respect, teamwork and collaboration. Adaptability, creativity, and a passion for the environment and the Conservancy are a must.

#### Working Conditions

Work is performed in an office setting as well as outdoors. Some local travel to meetings is required.

#### INSTRUCTIONS – HOW TO APPLY

##### **A complete application contains the following items:**

- A cover letter, not to exceed one page.
- A comprehensive resume or curriculum vitae.

**Items should be saved together in one PDF (.pdf) or Word document (.doc or .docx), and saved with a file name in the following format:**

LastnameSCApplication.pdf or LastnameSCApplication.doc or LastnameSCApplication.docx

##### **Complete applications should be attached to an email message and sent to**

[jobs@mcdowellsonoran.org](mailto:jobs@mcdowellsonoran.org). Applications will not be accepted through any other means.

##### **Application Submission Deadline: Open Until Filled**

*The McDowell Sonoran Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. The McDowell Sonoran Conservancy complies with applicable state and local laws governing non-discrimination in employment. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation, and training.*