

Restoration Project Coordinator

SUMMARY

The Restoration Project Coordinator runs long-term ecosystem conservation projects that protect Scottsdale's McDowell Sonoran Preserve and advance regional scientific knowledge. They report to the Senior Scientific Program Manager and work with teams of volunteers to plan, coordinate, and lead projects implementing and monitoring ecological restoration and projects removing and monitoring invasive plants. They bring experience in ecological restoration, invasive species management, ecosystem monitoring, as well as a commitment to working collaboratively with volunteers and effectively communicating with the broader community.

RESPONSIBILITIES

Scientific Projects

- Invasive species removal and monitoring
- Post fire restoration implementation and monitoring
- Degraded lands mapping, restoring, and monitoring
- Invasive plant, restoration, and biocrust experiments
- Additional restoration, invasive species, and/or long-term ecosystem monitoring projects as determined by the Conservancy

Project Coordination

- Collaborate with science staff, volunteers, and research partners to implement invasive species, restoration, and ecosystem research/monitoring in Scottsdale's McDowell Sonoran Preserve.
- Oversee project logistics, including protocols, equipment, data collection, and volunteer training.
- Utilize Microsoft Excel, ArcGIS, Field Maps, Better Impact, and other platforms for data and volunteer management.
- Ensure all project protocols and trainings are documented, accessible, and updated as needed.
- Support management with permits and report writing.
- Track activities, review project outputs, and maintain professional standards across all projects.

Volunteer and Community Engagement

- Work with Senior Scientific Program Manager to create and implement project plans that accomplish overall conservation goals.
- Work closely with volunteer project leaders to coordinate project logistics.
- Cultivate a culture of collaboration, respect, continuous learning, and openness to new ideas.
- Support Senior Scientific Project Manager and communication staff in developing articles for media and newsletters.
- Present on research projects and topics of expertise to a wide variety of audiences including scientists, donors, community groups, and the general public, as needed.
- Participate in Conservancy events including education, volunteer recognition, and fundraising.
- Participate in collaboration with scientists and partner organizations.

Other duties, as assigned.

QUALIFICATIONS

- Bachelor's degree in conservation, restoration, plant ecology or closely related field.
- Two or more years of biological/ecological fieldwork experience, including leading field crews, interns, or volunteers.
- Experience with invasive plant removal preferred.
- Proficiency in using mapping software like ArcGIS and related apps (Field Maps, Survey 123) for data collection, mapping, and analysis.
- Familiarity with Sonoran Desert flora and fauna.
- Ability to work effectively with volunteers, including leading volunteer teams.
- Commitment to contribute to a culture based upon respect, teamwork and collaboration.
- Must have exceptional attention to detail, able to multitask, be organized, efficient, skilled at prioritizing and meeting deadlines, and excel in a fast-paced environment with the ability to keep a positive outlook under pressure.
- Adaptability, creativity, and a passion for the environment and the Conservancy's mission.
- A valid driver's license and access to reliable transportation.

Working Conditions

Work is performed in an office setting as well as outdoors. Some local travel to field sites and meetings is required. Ability to safely navigate difficult terrain during fieldwork and lift at least 30 pounds is needed.

INSTRUCTIONS

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. 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.