

Position Title: Bi-State Sage-Grouse
Communication and Data Coordinator

Term of the position: Up to 3 years, full time preferred, part time considered

Entity that will host the position: Eastern Sierra Interpretive Association

Supervisory responsibilities: None, but may lead others

Base of operation: Bishop, CA, but frequent travel throughout the Bi-State and to Reno. Other duty stations in the Bi-State may be considered.

Salary: Commensurate with experience (\$17 to \$24/hour), health and dental provided details upon request

Background: The Bi-State Local Area Working Group (LAWG) works across jurisdictional boundaries to conserve Bi-State sage-grouse habitat, and has been touted nationally as a model for conservation success. Among the strengths of this LAWG are dedicated local community members including ranchers, county government, and nonprofit organizations, an executive oversight committee (EOC) that includes local agency officials, a technical advisory committee (TAC), and a Tribal natural resources committee. In 2012, LAWG members developed a 10-year Action Plan for Bi-State sage-grouse conservation.

Duties, responsibilities and type of work to be performed. As guided by the Bi-State Sage-Grouse Executive Oversight Committee, the Coordinator will be responsible for the following duties:

- Development and completion of the yearly and 5 year accomplishment reports
 - Develop template for reports
 - Compile information and data from Local Area Working Group (LAWG) members, and writing and editing of reports
 - Coordinate the annual data call
 - Quality Assurance/Quality Control of data
- Facilitate and schedule LAWG and Executive Oversight Committee meetings and Conferences (e.g. conifer workshop, Traditional Ecological Knowledge (TEK) Forum)
- Create and manage files related to the Bi-State such as meeting notes, agendas, research, news etc.
- Manage the Bi-State website (www.bistatesagegrouse.com)
- Communicate to LAWG and public about accomplishments and ongoing work



- Website posts and updates
- Newsletter/mailchimp for relevant projects
- Leading and coordinating volunteer projects and field trips
- Writing success stories and developing outreach products (brochures, videos, merchandise, posters, giveaways, etc.)
- Giving or scheduling for others presentations about sage-grouse/sagebrush systems
- Staffing booths at local events
- Photographic projects, events and gatherings

MINIMUM QUALIFICATIONS

- BA/BS degree and 3 years' experience in natural resource management or communications fields or equivalent combination of education and experience.
- Experience communicating with the public and/or media both in writing and verbally.
- Experience using software such as Adobe Photoshop/Illustrator, Microsoft to create media publications such as mass emails, website posts, newsletters and handouts.
- Experience using excel or access to manage data.
- Experience developing and maintaining partnerships (community, government, nonprofit).

PREFERRED QUALIFICATIONS

- Experience managing/working on habitat restoration or enhancement projects, including budgets, contracts, and monitoring.
- Ability to explain conservation practices to technical and non-technical audiences.
- Knowledge of current trends and practices in conservation, land management, and related sciences.
- Completing tasks independently with respect to timelines.
- Relationship building skills to work closely with a variety of partners, i.e., landowners, government officials, non-governmental organization partners, and internal staff.
- Ability to work independently with ranch owners in a rural setting and willingness to work outside of normal business hours.
- Knowledge of ecological land management principles of sagebrush grassland, with knowledge of greater sage-grouse and sagebrush-obligate bird ecology highly preferred.
- Ability to collect and report scientific data through detailed notes and use of GPS and store and organize data using common software.
- Knowledge of GIS highly preferred.
- Ability to operate vehicles (e.g.; ATV, 4 x 4 truck, or SUV) and hike in rough terrain in a safe and efficient manner
- Excellent communication skills via written, spoken and graphical means in English and other relevant languages.

- Politically savvy and experienced in partnership development (partners, community, government).

ADDITIONAL JOB INFORMATION

This position requires a valid driver's license.