

JOB DESCRIPTION



POSITION TITLE	Claire M. Hubbard Young Leaders In Conservation Fellowship
JOB TITLE	Conservation Practitioner III
JOB FAMILY	Conservation
JOB NUMBER	450003
SALARY GRADE	4
STATUS	Hourly
DATE	August 2018

A LITTLE ABOUT US

Founded in 1951, the Nature Conservancy is a global conservation organization dedicated to conserving the lands and waters on which all life depends. Guided by science, we create innovative, on-the-ground solutions to our world's toughest challenges so that nature and people can thrive together. We are tackling climate change, conserving lands, waters and oceans at unprecedented scale, providing food and water sustainably and helping make cities more sustainable. One of our core values is our commitment to diversity. Therefore, we strive for a globally diverse and culturally competent workforce. Working in 72 countries including all 50 United States, we use a collaborative approach that engages local communities, governments, the private sector, and other partners. To learn more, visit www.nature.org or follow @nature_press on Twitter.

YOUR POSITION WITH TNC

The **Hubbard Fellowship** is designed for recent college graduates, and bridges the gap between school and career by providing comprehensive experience working for a conservation organization. The Hubbard Fellow will participate in a wide range of conservation activities, including prairie restoration, invasive species control, prescribed fire, fence building and repair, data collection and entry, conservation planning, grant writing, leading tours, giving presentations to various groups, budget creation, 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 Director of Science, 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 **February 4, 2019 through January 31, 2020**. Housing is provided on a Conservancy Preserve.

Please see instructions below regarding how to apply for this position.

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.
- Tracks and records management and restoration activities using GPS and Geographic Information Systems (GIS).
- Assists with other duties related to finance, philanthropy, and marketing.

RESPONSIBILITIES & SCOPE

- May lead or monitor work groups consisting of staff, interns, and volunteers covering a wide geographic area.
- Financial responsibility may include working within a budget to complete projects, negotiating and contracting with vendors, assisting with budget development and fundraising targets.
- 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 programs/preserves.
- May work under minimal and/or distant supervision; may make some independent decisions based on analysis, experience and context.
- May work in variable weather conditions, at remote locations, on difficult and hazardous terrain and under physically demanding circumstances.

MINIMUM QUALIFICATIONS

- BA/BS/AS/Technical or vocational degree in in biology, natural resources management, environmental studies, or related field, with graduation date of December 2018 or earlier.
- Experience with natural systems.
- Experience in ecological land management principles.
- Experience operating and or repairing various types of equipment and machinery.
- Must have a valid driver's license.
- Qualified as or able to meet qualifications for Prescribed Fire Crew Member (<http://www.tncfiremanual.org/RXCM.htm>).

DESIRED QUALIFICATIONS

- Multi-lingual skills and multi-cultural or cross cultural experience appreciated.
- 1 – 2 years related experience in custodial and ecological land management or equivalent combination of education and experience.
- Some experience managing volunteers or entry level staff.
- Ability to recognize plant and animal species to complete preserve management activities.
- Knowledge/understanding of current trends and practices in conservation, land management and natural resource preservation/conservation or similar field.
- Ability to complete tasks independently with respect to timeline(s).
- 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.

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.

ORGANIZATIONAL COMPETENCIES

Builds Relationships	Builds productive relationships by interacting with others in ways that enhance mutual trust and commitment.
Collaboration & Teamwork	Works collaboratively with stakeholders across levels, geographies, backgrounds, and cultures to improve decisions, strengthen commitment, and be more effective.
Communicates Authentically	Communicates proactively and in a timely manner to share information, persuade, and influence with the appropriate level of detail, tone, and opportunities for feedback.
Develops Others	Takes ownership to help develop others' skills, behaviors, and mindsets to help them maximize their workplace contributions.
Leverages Difference	Demonstrates commitment to harnessing the power of differences strategically; consistently sees, learns from, and takes strategic action related to difference; and demonstrates the self-awareness and behaviors to work across differences of identity and power respectfully and effectively with all stakeholder. Actively seeks to build and retain a diverse workforce and fosters an equitable inclusive workplace by drawing upon diverse perspectives.
Systems Leadership	Thinks and acts from a broad perspective with a long-term view and an understanding of 1) the dynamic nature of large-scale challenges and 2) the need for integrating five key practices: skillfully engaging appropriate people; providing a clear process for change; taking a holistic view of situations; focusing on a small number of strategic actions, while learning from and adapting them over time; and being aware of how one's own thinking or patterns of behavior may be limiting change.

WORKING CONDITIONS/ PHYSICAL EFFORT

The Hubbard Fellow 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, and may require long hours in isolated settings.

SALARY INFORMATION

Annual Salary of \$24,370 based on hourly rate of \$13.39. 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.

The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of men and women of diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.

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 46787 please **upload your cover letter, resume, and an essay as one document under the Resume Required link**. Please do not upload your cover letter separately. 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. Include a 700 (or fewer) word essay that describes an outdoor experience during the last year or so that stimulated your curiosity or taught you something new and interesting about natural history. Photos can be included in the essay (small file sizes please!) but are not required.

Applicants are also required to provide a letter of recommendation from a college advisor or other person who can comment on their abilities and qualifications. Recommendation letters must be emailed, either by the applicant or the person writing the letter, to mjasnowski@tnc.org prior to the application deadline. When applying for this position, please specify the degree-level that you will possess by December 2018. All applications must be submitted in the system prior to 11:59 p.m. Eastern Time on September 21, 2018. 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 minimum 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. Applicants should refer to <http://prairieecologist.com/hubbard-fellowship/> for more information on the program.

This description is not designed to be a complete list of all duties and responsibilities required for this job.

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