

**Pacific Wolf Coalition**  
*Protecting Wolves in the Pacific West*

**Position Title:** Coalition Coordinator, Pacific Wolf Coalition (Contract Position)

**Reports To:** Pacific Wolf Coalition Steering Committee

**Location:** Preference given to candidates in Northern California, Oregon or Washington state (Remote Position)

**POSITION SUMMARY:**

The Pacific Wolf Coalition formed in early 2012 when several conservation organizations recognized the need for a unified effort to advocate for Pacific West wolf recovery. Today, the coalition continues our work to ensure wolves' long-term survival in the Pacific West states of Washington, Oregon and California. Our mission is to optimize an alliance of organizations dedicated to protecting wolves in the Pacific West. Together, we hold a common vision of wolves once again playing a positive, meaningful, and sustainable role on the landscape and in all cultures.

The Pacific Wolf Coalition Coordinator will work with member organizations on collaborative efforts and campaigns to support and sustain wolf recovery in this region. Although a strong working knowledge of wildlife conservation issues and policy is helpful, the right Coordinator will be an effective coalition manager and grassroots campaigner. In addition, the Coalition Coordinator must have outstanding communication and organizational skills and the ability to work well with diverse interests in a dynamic coalition setting. The Coordinator should also have experience in public outreach and media campaigns.

The Coalition Coordinator will work side-by-side with the Pacific Wolf Coalition's steering committee, the oversight and decision-making body, to manage the Coalition and support its core functions. The Coalition Coordinator will facilitate regular and transparent information exchange among member organizations and lead the Coalition's collective work to ensure that state and federal management of wolves is based in the best available science, guided by conservation values, and addresses immediate threats to wolves in the Pacific West. The Coalition Coordinator will help coordinate the wolf conservation efforts of partners and citizen advocates, particularly local, regional, and national member organizations, to conduct targeted outreach and mobilization that furthers the mission of the Pacific Wolf Coalition.

This is a part-time contract remote position requiring reliable internet, phone and computer access.

**HOURS:**

We are looking for someone to work 20 hours per week, and potentially up to 25 hours per week. Specific number of hours per week to be negotiated with the successful applicant. Hours are likely to fluctuate from week to week, but will on average equal a baseline number of agreed upon hours.

Work hours are generally flexible. However, some duties are expected to be completed daily (eg: checking coordinator email and sending timely responses, responding to phone calls, posting and responding to social media, etc.) and other duties may have specific deadlines. Attendance at two to four monthly, regularly-scheduled calls during business hours (Pacific time zone) will be required. Some event and weekend work may also be required. Overnight travel may be required to attend Coalition and other wolf-related events (all Coalition travel is currently suspended, however, as a result of the pandemic). Travel expenses for Coalition events are reimbursable.

**PAY:**

The successful applicant will work as a contractor. Pay range \$30-\$40 per hour, depending on experience. There are no benefits associated with this position and the contractor is responsible for all tax payments..

**ESSENTIAL DELIVERABLES:****Internal Coordination and Project Management - 60%**

- Facilitate effective communication and information exchange among Coalition members and partners, including national and regional working groups via conference calls, listservs, and in-person meetings.
- Maintain the Coalition's website and social media channels.
- Efficiently communicate with the Coalition's Steering Committee in a timely manner.
- Schedule monthly Zoom calls and coordinate annual in-person meetings (post-pandemic). Create meeting agendas, incorporating strategic planning needs, Coalition goals and Coalition development ideas. Take meeting minutes/notes during each call and distribute. Meeting facilitation rotates between Steering Committee members, but Coordinator may be asked to facilitate portions of calls and annual meetings as well.
- Collect and distribute weekly and/or bi-weekly wolf news updates to the Coalition's listserv.
- Cultivate meaningful and strong working relationships among Coalition member organizations' representatives and partners. Assist with conflict mitigation when/if needed.
- Create, maintain and update Coalition materials, including internal Coalition documents and membership lists. Guide the completion and production of final Coalition documents.
- Maintain a timeline of key wolf policy-related actions and comment deadlines, with direction from the Steering Committee and member organizations. Organize and collect associated deliverables and ensure that appropriate and timely action is provided as needed.
- Manage projects and contractors, as directed by the Steering Committee, to ensure that the Coalition effectively produces and implements projects on time and on budget.

**Coalition Public Outreach, Communication and Media - 25%**

- Manage the Coalition's Facebook page and Twitter and Instagram accounts to engage the public via social media. Post 3-7 times/week (scheduling some evergreen posts ahead of time is fine, but understand that breaking news is important and should be shared in a timely manner).
- Update and maintain Coalition website (including timely posting of news, updates and documents).
- Coordinate and integrate the coalition's outreach and policy-related activities with an emphasis on a communications and media strategy.
- Check daily, and respond to messages received at the public Coalition email address and via Facebook, instagram and twitter. Respond within 24 hours (on week days) to all messages, prioritizing appropriately.

**Coalition Development - 15%**

- Work with the Coalition's fiscal sponsor (currently Cascadia Wildlands) and the Steering Committee to track Coalition funds and identify opportunities to raise additional funding to implement communications strategy and achieve Coalition goals.

- In coordination with the Coalition's Steering Committee, assist in the development and submission of grant proposals and reports to support the work of the Coalition.

\*\*\* The Coalition Coordinator must be fully vaccinated against COVID-19 by the position start date.

### **RECOMMENDED QUALIFICATIONS:**

\*Note that while we list recommended qualifications, we are more interested in finding the right candidate who we can rely on to be a hard worker, who is passionate about wolves, and who follows through on work assignments in a timely manner. Applicants who do not meet all of the recommended qualifications, but believe they are the right candidate for the job, are still encouraged to apply.

- **Education:** Bachelor's degree in natural resources, biology, wildlife management, environmental science, public policy, or a related field preferred. Non-traditional education and knowledge acquisition is an acceptable substitute for a traditional undergraduate degree.
- **Experience:** 3-5 years of experience working in campaigns, coalition management, or public relations, media and/or environmental advocacy.
- **Other:**
  - Strong facilitation, project management, and diplomacy skills are required in order to work effectively in a coalition setting with diverse and varied interests and personalities.
  - Fluency in social media engagement strategies and tactics strongly preferred; computer and basic website skills are required.
  - Excellent communication skills, including writing, editing, and verbal communications.
  - Excellent time management, attention to detail, follow-through and evaluation of progress; ability to work under pressure and under deadline.
  - Strong sense of initiative and the ability to work creatively and independently with limited supervision but with input from a variety of sources.
  - Demonstrated commitment to conservation advocacy, environmental protection and natural resources conservation.
  - Knowledge of state and federal environmental policies and processes that apply to wildlife management is preferred.
  - An equivalent combination of education and experience may be accepted as a satisfactory substitute for the specific education and experience listed above.

### **PHYSICAL DEMANDS:**

- While performing the duties of this job, the employee is required to be able to talk, hear, and type (take notes during calls) at a computer. Some travel and evening and/or weekend work may be required.

**WORK ENVIRONMENT:** The successful applicant will work remotely ideally in northern California, Oregon, or Washington state. Other locations may be considered for the right applicant. Business hours for most Coalition members (and all meetings) are in the Pacific time zone.

### **DURATION:**

This consulting assignment is at will and funded for 12 months. Depending on continued funding, the Coordinator may be retained beyond the next 12 months.

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:**

The Pacific Wolf Coalition is an equal opportunity employer committed to creating a welcoming work environment. The Pacific Wolf Coalition does not discriminate on the basis of age, race, gender, religion, marital status, veteran's status, national origin, disability, or sexual orientation. People of color, people with disabilities, and people of all gender identities are encouraged to apply.

**TO APPLY:**

Please email a resume, cover letter and 2-3 references in a single PDF to [coordinator@pacificwolves.org](mailto:coordinator@pacificwolves.org). Applications will be reviewed on a rolling basis beginning with a priority deadline of August 2nd. Position is open until filled. No phone calls please. Anticipated start date is September 7th, 2021.

**Pacific Wolf Coalition | [www.pacificwolves.org](http://www.pacificwolves.org)**