

POSITION TITLE Community Stewardship Program Manager
JOB TITLE Conservation Practitioner III
JOB FAMILY Conservation
JOB NUMBER 450003
SALARY GRADE 4
STATUS Hourly
SUPERVISOR Director of Community Engagement
LOCATION Chicago, Illinois
DATE February 2019

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.

SUMMARY

The Chicago Urban Conservation Program builds on the Conservancy's science-based, collaborative, results-oriented approach and its record of contributing creative and effective solutions to conservation challenges. We work to achieve benefits for people and nature in Chicago and neighboring communities by increasing access to and engagement with urban nature, increasing urban biodiversity and improving community resilience and public health by implementing natural solutions as essential components of a healthy, just, climate-resilient city. All our work is done collaboratively in partnership with other leading agencies and organizations across Chicago and neighboring communities and aligned with environmental and social justice priorities.

The Community Stewardship Program Manager will manage the community stewardship program and supervise volunteers who perform restoration, conservation, monitoring, and engagement work on Chicago Park District natural areas, complementing the efforts of the Department of Cultural and Natural Resources. This position will be under the joint direction of the Director of Community Engagement (The Nature Conservancy) and the Natural Areas Project Manager (Chicago Park District).

ESSENTIAL FUNCTIONS

The Community Stewardship Program Manager will be responsible for assisting Chicago Park District (CPD) staff to empower and engage community members to care for and activate CPD natural areas. The Manager will be responsible for education, recruitment, training, and coordination of a wide diversity of volunteers for stewardship activities such as assisting with ecological restoration and monitoring of species in natural areas, thus building the District's capacity to accomplish such activities.

RESPONSIBILITIES & SCOPE

- Work with natural areas project managers, site managers, and other staff and contractors to determine and coordinate various volunteer activities in Chicago Park District natural areas and assist site stewards with goal setting and problem solving.
- Work with CPD staff to approve work orders, workday management plans and schedules.
- Recruit a diversity of stewardship volunteers through various methods including relationship building and partnering with community organizations, and working with community members at a neighborhood level.
- Develop retention, recognition and training opportunities for natural areas volunteers.
- Recruit and supervise volunteer ecological monitors, coordinate training workshops, and maintain records of ecological monitoring activities.
- Coordinate, advertise and supervise stewardship workdays, and organize stewardship special events.
- Maintain stewardship volunteer database, keep records of workday activities and attendance, and work with staff and volunteers to update the community stewardship handbook.
- Work with staff and volunteers to develop stewardship partnerships with environmental groups, community organizations, corporate groups, advisory councils, museums, faith groups, local schools and universities.
- Work with staff and volunteers to find creative ways to engage the public and develop new outreach and educational opportunities and materials for the program.
- Assist and coordinate school group participation with CPD office of Outdoor and Environmental Education.
- Attend and represent CPD and TNC at conferences to disseminate informational materials about the stewardship program.
- Assist the CPD Project Manager with projects such as interpretive signage, website updates, press releases, fact sheets, etc.
- Create reports, submit annual budgets and contribute information for grants, press releases, and other materials to increase awareness of stewardship program.
- Provide workday activity information to CPD for the purpose of reporting and updating natural area management plans.
- Work with TNC marketing and CPD staff to create annual community stewardship report.

- Collaborate with the Chicago Urban Program and other TNC networks as needed to contribute to program development and share best practices.
- Principal work location is the CPD office in Chicago, Illinois, with supplemental space at the TNC Chicago office. Due to the flexibility required in this position other work locations may be utilized from time to time. Work on weekends and some evenings will be expected.
- The employee will need to pass a CPD background check prior to employment.

MINIMUM QUALIFICATIONS

- BA/BS/AS/Technical or vocational degree and 1 year related experience in community engagement and/or custodial and ecological land management or similar field; or equivalent combination of education and experience.
- Experience supervising staff and/or volunteers.
- Possession of a valid driver's license, or obtain within 6 months of employment.

PREFERRED KNOWLEDGE, SKILLS, & EXPERIENCE

- 2-3 years related experience in custodial and ecological land management or equivalent combination of education and experience.
- Experience working with or knowledge of natural systems in the Chicago region. Ability to recognize plant and animal species to implement management activities.
- Extensive experience working across differences such as race, culture, disabilities, socio-economic class and language group. Multilingual or bilingual skills appreciated, particularly Spanish.
- Knowledge of current trends and practices in conservation, land management and natural resource preservation.
- Experience in volunteer management including recruiting, training and supervising volunteers.
- Experience working with multiple organizations and complex organizational structures.
- Possession of Illinois Herbicide license, or obtain within 6 months of employment.
- Ability to complete tasks independently with respect to timeline(s) and managing time and diverse activities under deadlines while delivering quality results.
- Working knowledge of common software applications (e.g. Word, Excel and web browsers), database management, social media and promotional materials development.
- Ability to communicate clearly via written, spoken and graphical means in English and other relevant languages.

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.

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

HOW TO APPLY

To apply to position number 47342 visit www.nature.org/careers, submit resume (required) and cover letter separately using the upload buttons. All applications must be submitted in the system prior to 10:59 p.m. Central Time on March 11, 2019.

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 people of all genders with 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.

Click “submit” to apply for the position or “save for later” to create a draft application for future submission. Once submitted, applications cannot be revised or edited. Failure to complete required fields may result in your application being disqualified from consideration.

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 people of all genders with 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.