**Conservation Alliance Engagement Coordinator**

Full-time.

The Conservation Alliance Engagement Coordinator will empower and mobilize Central Arizona Conservation Alliance (CAZCA) partners, community members, and decision-makers to protect, restore, and steward Sonoran Desert parks, preserves, natural areas, and open space in the Maricopa County region. The coordinator will conduct strategic programs, activities, communications, and marketing efforts designed to engender understanding of and support for Sonoran Desert conservation and the implementation of CAZCA’s Regional Open Space Strategy (ROSS).

**Key Responsibilities include:**

**CAZCA Partner Coordination and Collaboration**

- Work closely with Program Director to plan and execute All-Partner and Regional Open Space Strategy goal/implementation team meetings. Responsibilities may include coordinating event logistics, serving as point of contact, managing attendee registrations, and participating in other aspects of event planning.
- Through a new cloud-based platform as well as other proven strategies, facilitate important communication, resource exchange, and collaboration between CAZCA partners and stakeholders. Use these platforms to advance implementation of goals defined in the Regional Open Space Strategy.
- Develop and execute “Community of Practice” events designed to grow partner knowledge, skill sets, and relationships.

**Community Engagement and Communication**

- Assist in implementation of ROSS Goal 3 (Love & Support) to build and activate a large and diverse constituency for open space conservation. This may include development of events, programming, and/or outreach activities in addition to shared marketing and communications strategies.
- CAZCA and ROSS advancement and marketing:
  - Participate in design and content creation for redesigned CAZCA and ROSS websites
  - Schedule and execute timely, engaging website updates
  - Respond to website inquiries
  - Develop social media campaigns and schedules. Maintain engaging and relevant social media content across platforms.
  - Analyze and produce reports on the analytics to determine trends and maximize our presence on social media, email, and our website.
• Conservation Service Days: Schedule, manage, and execute events aligned to the Regional Open Space Strategy.
• Citizen Science:
  • Manage and grow volunteer participation in ongoing Citizen Science projects.
  • Manage outputs from Citizen Science projects including data, reports, and publications.
  • Obtain appropriate research permits and maintain records. Liaise with Desert Botanical Garden Permit Coordinator to insure continuity with Garden permits.

**Broader Regional Open Space Strategy Implementation Support**
• Each goal in the ROSS has components that will intersect with this position. Together with Program Director, identify the components that will be implemented from the DBG/CAZCA program level.
• For those engagement strategies not managed at the program level, assist in coordinating and collaborating with CAZCA partners for implementation.

**Administrative**
• Support Program Director with aspects of the annual *Conserving the Preserves* benefit luncheon.
• Assist in ensuring completion of project benchmarks; assist in reporting on outcomes.
• Track budget expenses; submit invoices for approval and payment.

**Position Requirements include:**
• Bachelor’s degree in Marketing, Communication, Media, Biology, Ecology, Conservation Science, Environmental Studies, Sustainability, or a similarly aligned program
• Organized, tech savvy, an excellent communicator with a command of marketing, and enthusiastic about conservation of Maricopa County open spaces
• Resourceful, curious, professional, reliable, and ready to dive in
• Detail-oriented and very good at multitasking with focus on the end goal
  ▪ Strong interest in conservation, environmental science, ecology, or related fields
  ▪ Excellent written and oral communication skills
  ▪ Demonstrated experience in marketing, communications, outreach, or related fields
  ▪ Demonstrated experience in planning and executing digital communications strategies such as social media campaigns and compelling website content
  ▪ Command of Microsoft Office Suite and WordPress, Wix, Squarespace, or similar web development tools and command of social media platforms
  ▪ Awareness of current literature, trends, and developments in outreach and community engagement in conservation
- Familiarity with local and regional conservation-based groups and advocacy organizations, research programs, park management structure, and municipalities
- Ability to plan and execute events
- Ability to interact and communicate well with variety of organizations and people including scientists, volunteers, advocates, academics, donors, city and county representatives, and the general public
- Ability to coordinate and manage citizen science projects using principles of best practice; willing to engage in fieldwork, often in challenging terrain and extreme heat
- Ability to work independently; self-directed, motivated, autonomous, and pro-active; strong organization, prioritization and time management skills
- Ability to work within a collaborative environment, demonstrating flexibility

The Central Arizona Conservation Alliance is a Desert Botanical Garden-led partnership committed to unifying in vision and action around the ecological and recreational sustainability of Sonoran Desert open space in the broader Maricopa County region. As the lead institution, our ultimate goals are to build strong working relationships between and among all partners in the Conservation Alliance and to put into place key programs and mechanisms that will position the Alliance to continue to advance implementation of its Regional Open Space Strategy for Maricopa County. This position is grant funded for two years with the possibility of continuation dependent on acquisition of additional funding. Additional information on the Conservation Alliance can be found at mymountainparks.org.