



### **Monarch Joint Venture Job Posting**

**Position Title:** Western Program Coordinator

**Location:** Remote; based in California strongly preferred; Oregon or other U.S. locations west of the Rocky Mountains may be considered.

**Compensation:** \$45,000 - \$55,000; full-time with benefits and flexible work environment

**Start Date:** ASAP

**Priority Application Deadline:** October 10; open until filled

**Travel Required:** statewide travel in California likely; air travel required for 1 to 2 main events per year

**Position Summary:** Join the growing team of the Monarch Joint Venture (MJV), a nonprofit dedicated to protecting monarchs and their migration by collaborating with partners to deliver habitat conservation, education and science across the United States. The Western Program Coordinator will support MJV's western U.S. conservation efforts to support monarch butterflies and other pollinators. While they will work across our program areas of education, science, habitat, and partnerships, this position will require technical expertise in creating and maintaining diverse native plant habitat within the western landscape. We're seeking someone who understands the unique flora and habitats of California, has a passion for conservation and helping others learn, and is excited about a position with a mix of office-based and field-based work. This position will be 100% remote and reports to the MJV Western Program Manager.

Learn more about the mission, vision and values of the MJV on our website [here](#).

### **Primary Responsibilities:**

- **Program Services (60%)** - Provide technical guidance or consultation to California landowners on pollinator habitat projects; support development of site conservation plans; conduct habitat surveys using MJV's monitoring protocols; support administration of grant-funded projects (e.g., screen and track applicants to MJV's [free seed program](#)); support educational initiatives including virtual and in person community science trainings, tabling and outreach events, local presentations, etc.
- **Partnerships (10%)** - Foster a network of stakeholders interested in habitat implementation and collaborate with partner organizations and representatives in the western United States.
- **Resource Management (15%)** - Develop, update, or uplift existing resources to support habitat and conservation objectives, for example, short educational videos, western habitat guides, informative blog posts, etc.
- **Grant Writing/Reporting (5%)** - Provide support for project idea development and grant writing; track project deliverables and outcomes for funder reports.
- **Budget Management (5%)** - Track project expenses and support budget planning for new initiatives.
- **Program Strategy (5%)** - Support strategy development for MJV's western projects that fits within MJV's overarching program strategy.

- **Other duties as assigned**

**Required Qualifications:**

- **Valid Driver's License** and willingness to drive to rural areas of California for field visits; while not required, access to a reliable vehicle is preferred.
- **Experience** - A minimum of three years of relevant experience (or a degree in a related field with at least 2 years of relevant experience).
- **Facilitation and Coordination Experience** - A demonstrated ability to effectively engage and organize various stakeholders to accomplish common conservation goals.
- **Communication Skills** - Demonstrated communication skills, including verbal communications, writing, and ability to use appropriate communication technologies with a variety of audiences.
- **Adaptability** - Self-motivated ability to work independently and collaboratively with internal and external stakeholders under general guidance from manager.
- **Workload Management** - Demonstrated ability to set and maintain manageable priorities and forward progress for multiple responsibilities.
- **Strategic Thinking** - Demonstrated ability to think strategically about sustainability and growth of the MJV's western habitat initiatives.
- **Problem Solving** - Demonstrated ability to use critical thinking to seek out, identify, and communicate solutions to challenges as they arise.
- **Technology** - Proficiency using Google suite (Docs, Sheets, Forms, Drive, etc.), Microsoft Office Suite, Google Maps and other field navigation tools, and other relevant technology systems.

**Preferred Experience\*:**

- Work with farmers and/or the agricultural sector.
- Habitat restoration techniques for western landscapes.
- Knowledge of western flora, with an emphasis on California.
- Work with monarchs or other pollinators, or other conservation experience.
- Navigating Farm Bill conservation programs.
- Habitat monitoring and/or field survey techniques.
- Community science training and outreach - virtual and/or in person.

*\*You do not need to have all of these qualifications to apply, but please highlight any of these experiences that you have.*

**Equal Opportunity Employment:** The Monarch Joint Venture (MJV) is an equal opportunity employer. As such, MJV offers equal employment opportunities without regard to race, color, gender, religion, age, nationality, social or ethnic origin, sexual orientation, gender identity or expression, marital status, pregnancy, disability, veteran status or any other characteristic protected by law. These opportunities include all terms, conditions, and privileges of employment, including but not limited to recruiting, hiring, job placement, training, compensation, benefits, discipline, advancement, and termination. All employees are expected to adhere to this policy.

The Monarch Joint Venture is an at-will employer. All persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

**How to Apply**

- **Submit a single PDF document** titled “*LastName FirstName\_ Western Program Coordinator*” that includes:
  - 1) Your resume (1-2 pages max)
  - 2) Responses to the following three prompts (NO COVER LETTERS will be accepted; responses should not exceed five sentences per prompt):
    - A. Describe a field experience (or other relevant professional experience) where you had to plan for or troubleshoot a complex or unexpected issue.
    - B. Describe a project or experience where you've successfully engaged a client, stakeholder, or collaborator to adopt a new practice or approach to something. How did you approach them to help them understand your goals and find common ground aligning with their goals and expectations? What was the outcome?
    - C. Describe your familiarity and experience with the complex landscapes, conservation programs, and environmental challenges of the western landscape.
  - 3) The names and contact information for 3 references
  
- Send application materials by email to [jobs@monarchjointventure.org](mailto:jobs@monarchjointventure.org) with the subject line “*Western Program Coordinator Application*”

### **What to Expect**

Interviews will be conducted in two phases. Successful applications will first be invited to a brief introductory interview by Zoom with a single MJV staff member. A second longer interview with multiple staff and/or MJV board members will be invited for successful first interview candidates. References may be contacted after the second interview. While unlikely, a potential short third interview may be requested as needed in final decision making. All candidates will be notified via email if their application is no longer being considered.