

WV Recreation Coordinator



Location:

This is a hybrid position, with the following stipulations:

- The Elkins, WV office will either be the primary (if desired) or secondary work location.
- The home-office location (if desired) should be in/around Canaan Valley, Davis, Thomas, WV.

Who We Are:

The Nature Conservancy's mission is to protect the lands and waters upon which all life depends. As a science-based organization, we create innovative, on-the-ground solutions to our world's toughest challenges so that we can create a world in which people and nature thrive. We're rooted in our Mission and guided by our Values, which includes a [Commitment to Diversity](#) and Respect for People, Communities, and Cultures. Whether it's career development, flexible schedules, or a rewarding mission, there's lots of reasons to love life #insideTNC. Want a better insight to TNC? Check out our [TNC Talent playlist on YouTube](#) or on [Glassdoor](#).

Our goal is to cultivate an inclusive work environment so that all our colleagues around the globe feel a sense of belonging, and that their unique contributions to our mission are valued. We know we'll only achieve our Mission by hiring and engaging a diverse workforce that reflects the communities in which we work. In addition to the requirements in our postings, we recognize that people come with talent and experiences outside of a job. Diversity of experience and skills combined with passion is a key to innovation and a culture of inclusion! Please apply – we'd love to hear from you. To quote myriad TNC staff members, "you'll join for our mission, and you'll stay for our people."

We at The Nature Conservancy in West Virginia—recognizing that conservation is best advanced by the leadership and contributions of people of diverse backgrounds, experiences, and identities—are committed to diversity and leveraging our differences. We value the contributions of all, and we strive to foster attitudes of respect and perpetual learning within our workplace. We will recruit and develop staff and trustees that embrace and embody these traits to create a diverse, inclusive and equitable organization that reflects our global and local character. We know that innovation is best supported by differences, and so seek to leverage these differences to be more effective in our work while respecting and learning from all. You can read more about our diversity and inclusion work [here](#) and access our Code of Conduct [here](#).

What We Can Achieve Together:

The West Virginia Recreation Coordinator is responsible for advancing conservation-compatible outdoor recreation projects for the WV Business Unit from planning thru implementation for small- to medium-scale geographic areas. They will be primarily responsible for developing and implementing an outdoor recreation plan for the Canaan Valley / Dolly Sods / Allegheny Front area, and potentially other areas in WV over time.

ESSENTIAL FUNCTIONS

The Recreation Coordinator (RC) provides technical leadership and supports the WV business unit to plan and implement conservation-compatible recreation projects, amenities, and infrastructure to advance the Nature and Economy program strategy on TNC and partner lands. The RC will work as part of the TNCWV team to develop plans for sustainable recreation development that enhances economic development and community well-being. They will oversee the implementation of a portfolio of projects including trail construction and maintenance, signage, amenity and facility upgrades, and implement best practices to strengthen partnerships. Additional responsibilities include TNC preserve stewardship activities that intersect with outdoor recreation, ecological restoration, and conservation outcomes. The Recreation Coordinator supports the development and implementation of a variety of strategies to secure public and private support for TNC conservation priorities. The RC works to build community support, ensures the maintenance of preserve areas frequented by the visiting public, develops project budgets and schedules, and manages multiple projects to completion.

RESPONSIBILITIES & SCOPE

- Performs tasks with minimal supervision and makes independent decisions based on analysis, experience, and context.
- Ensures program compliance with internal policies and external requirements.
- May work in variable weather conditions, at remote locations, on difficult and hazardous terrain and under physically demanding circumstances.
- Works with contractors and government agencies to design and implement recreation focused projects.
- Oversees construction of signs, kiosks, access gates, and other infrastructure.
- Participates in stewardship, restoration, and management projects on TNC preserves and potentially lands owned by others.

We're Looking for You:

The West Virginia team is searching for highly motivated, collaborative candidates that want to have a positive impact in their community by advancing a conservation-compatible outdoor recreation vision, one of the four main pillars of our Nature & Economy program.

The Nature Conservancy is a global environmental leader, impacting conservation in 76 countries and territories, including all 50 U.S. states. It is also one of the top fundraising charities in the United States. By joining our West Virginia team, you will become part of a small but passionate group of dedicated people who are on the leading edge of scaling conservation of lands and waters while ensuring West Virginia takes a bold step into a low climate future that will also leverage economic diversification and change that brings real benefit to local communities.

What You'll Bring:

MINIMUM QUALIFICATIONS

- Bachelor's degree and 3 years' experience in natural resource management or similar field or equivalent combination of education and experience.

- Relationship-building experience to work closely with a variety of partners, i.e., local, state and federal government officials, scientists, trail and recreation organizations, and community groups.
- Demonstrated experience managing projects and completing tasks independently within timelines and budgets.
- Experience with communication via written, spoken and graphical means in English and other relevant languages.
- Experience using common software applications such as Word, Excel, web browsers, etc.
- Must have valid driver's license.

DESIRED QUALIFICATIONS

- 3-5 years' experience in natural resource or recreation management, similar field or equivalent combination of education and experience.
- Ability and willingness to apply science to decision-making and guide activities.
- Knowledge of ecological land management principles.
- Knowledge of current trends and practices in sustainable recreation design and management, conservation, land management and natural resource preservation.
- Ability to act as an ambassador for the work in the local community.
- Strong project management skills.
- Working knowledge of GIS for analysis and mapping
- Experience working with chainsaws, herbicide & other preserve maintenance tools.
- Experience training and managing staff, contractors and volunteers.
- Multi-lingual skills and multi-cultural or cross-cultural experience appreciated.

What We Bring:

Since 1951, The Nature Conservancy has been doing work you can believe in protecting the lands and waters that all life depends on. Through grassroots action, TNC has grown to become one of the most effective and wide-reaching environmental organizations in the world. Thanks to more than 1 million members, over 400 scientists, and the dedicated efforts of our diverse staff, we impact conservation throughout the world!

The Nature Conservancy offers a competitive, comprehensive benefits package including: health care benefits, flexible spending accounts, 401(k) plan including employer match, parental leave, accrued paid time off, life insurance, disability coverage, employee assistance program, other life and work wellbeing benefits. Learn more about our benefits at in the [Culture Tab](#) on nature.org/careers.

We're proud to offer a work-environment that is supportive of the health, wellbeing, and flexibility needs of the people we employ!

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

Our 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, address important issues, 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 strengthen their workplace contributions.
DRIVES FOR RESULTS	Sets challenging goals and objectives based on a strong sense of purpose and high-performance standards and steadfastly pushes self and others for tangible results, while ensuring work-life balance.
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 stakeholders. 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.

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 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, protected veteran status or other status protected by law. TNC is committed to offering accommodations for qualified individuals with disabilities and disabled veterans in our job application process. If you need assistance or an accommodation due to a disability, please send a note to applyhelp@tnc.org with Request for Accommodation in the subject line.

To apply for this position, please go to <https://www.nature.org/en-us/about-us/careers/> and select Current Job Opportunities. Search for Job ID 53657 and click on the Apply for Job button.

For Internal Reporting:

Job Title: WV Recreation Coordinator

Job Family: Conservation

Internal Code: 450004

Salary Grade: 5

Status: Salaried

PeopleSoft Job ID Number: 53657

Date: June 2023

Estimated Starting Salary, Commensurate with Experience: \$48K-\$52K