



## **ARC Conservation Program Coordinator**

### **About the Organization:**

The Amphibian and Reptile Conservancy (ARC) is a 501(c)(3) non-profit organization whose mission is the conservation of amphibians and reptiles and their habitats in the United States.

ARC focuses on implementing conservation programs in high-priority areas for amphibians and reptiles to improve their chances of survival. Our work includes, but is not limited to, inventory, monitoring, and research of target species, formulating conservation plans, and implementing conservation actions. In general, we seek to identify and preserve the most at-risk species in the most important locations and habitats, with a focus on species and habitat conservation, preservation, and restoration.

### **Position Description:**

ARC is seeking a Conservation Program Coordinator who is passionate about amphibian, reptile, and habitat conservation and is eager to help us expand and increase our impact. This position will assist the Executive Director in executing new and existing projects. This involves:

- Coordinate administrative tasks and assist in information and data gathering for multiple conservation projects simultaneously
- Monitor the implementation and report on the progress of project deliverables
- Administering grant and conservation agreements, including compilation, review, submission, and retention of required documentation.
- Carry out various administrative tasks for ARC,
- Being the administrative point of contact for ARC's fiscal sponsorships.

### **Qualifications Desired:**

Please note that the below list should be considered a general framework and not a checklist. We acknowledge that diverse life experiences can contribute to our organizational culture and values and can ultimately be more valuable to ARC than any of the criteria listed below.

- Bachelor's degree in biology, ecology, wildlife biology or related field.
- Working knowledge of land conservation and/or natural resource management
- At least two years of work experience in conservation, preferably project management
- Strong organizational skills, with demonstrable attention to detail, accuracy, and deadlines
- Knowledge and experience related to Geographical Informational Systems

- Experience carrying out administrative tasks related to grant management
- Familiarity with the amphibians and reptiles of the United States and the conservation issues they face
- Exceptional verbal and written communication skills
- Independent and self-motivated
- Ability to coordinate multiple projects
- Willingness and ability to travel to project sites and meetings occasionally

**Location and Compensation:**

Work will be performed remotely and the position can be located anywhere with a highspeed internet connection. Proximity to Asheville, NC, is desirable but not required. Salary is negotiable, but is expected to be in the \$35K-\$40K range.

**To apply:**

In a cover letter, please describe your relevant experience, including how your broader knowledge and experiences can contribute to our organizational culture and values. Include the names and contact information of at least three relevant professional references, as well as your CV, and send to JJ Apodaca, Executive Director, at [jobs@amphibiansreptiles.org](mailto:jobs@amphibiansreptiles.org). *Your cover letter, reference list, and CV should be compiled and sent as a single PDF file.*

*ARC is an equal opportunity employer. Our core values include integrity, diversity, equity, inclusion, creativity, and innovation. We value diverse experiences and perspectives as critical to informing and supporting our core values, and we welcome applications from members of historically under-represented or marginalized groups in the field of wildlife conservation.*

*All qualified applicants will be considered for employment without unlawful discrimination based on race, color, religion, national origin, sex, age, disability, marital or pregnancy status, sexual orientation, gender identity, age, or genetic information, including medical history.*