

POSITION DESCRIPTION

POSITION TITLE: Americans for Public Lands Coordinator

LOCATION: Washington, DC

GENERAL DESCRIPTION & POSITION GOALS

The Americans for Public Lands Coordinator (Coordinator) will play a coordinating and convening role in the Americans For Public Lands campaign (the campaign) to defend key bedrock conservation laws, policies and protected areas. The goal of this position and the campaign are to leverage collective and shared resources of organizations in order help win key battles and build broader political power and effectiveness of the public land protection movement. This will include providing added rapid response and surge capacity and close coordination with existing issues coalitions as well as identify opportunities for synergy with other Combined Defense Project groups and diverse partners. This campaign includes multi-faceted work focusing on Capitol Hill outreach, field work in the 10 identified swing states, and a robust communications initiative. He/she oversees day-to-day coordination of inter-organizational communication, tracking and report of campaign tactics, and maintains and shares responsibility for execution of, a shared campaign plan. This is a highly collaborative role, focused on facilitating the work of Americans for Public Lands in ensuring the fast-paced needs of the campaign are met.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Lead the development of a campaign plan, in close partnership with staff working group and CEO Steering Committee, as well as an implementation strategy; proactively identify gaps and needs and develop proposals to fill them
- Coordinate inter-organizational staff working group on public lands defense, ensuring appropriate information flow, and accountability for workplan commitments.
- Coordinate closely with the Combined Defense Project (CDP) in order to integrate the APL campaign's public lands work into the broader CDP environmental defense agenda.
- Help to update, maintain and share information regarding campaign plan. Track and regularly report on progress towards campaign goals and accomplishment of key tactics.
- Lead APL CEO steering committee and staff working group in budget planning and management, and help to ensure/build consensus around budget decision making to deploy shared resources.
- Rapid response execution.
- Communicate strategies, tactics and rapid response plan in a timely fashion to APL partners via email and phone.
- Performs other related duties as assigned.

QUALIFICATIONS

Experience, Competencies, and Education

- Bachelor's degree in political science, communications, environment, or related field preferred.
- Minimum 4 years of experience in campaign work or a related field.
- Strong coalition and project management skills
- Knowledge of public lands policies and the statutory framework of public lands management.
- Demonstrated ability to function at a high level under pressure and tight deadlines in a fast-paced environment with many simultaneous moving pieces.
- Excellent written and verbal communications skills, including ability to connect with a general audience.
- Detail-oriented with strong organizational and time management skills.
- Proficiency in Microsoft Office Suite.
- Track record working successfully in teams representing a rich mix of talent, backgrounds, and perspectives—across race and gender.

Desired Characteristics

- Motivated, self-starter with the ability to take initiative, develop ideas, and see them through to implementation.
- Supportive of the mission of the organization and commitment to a broad conservation agenda. Experience working on public lands and/or wildlife issues a plus.
- Campaign oriented, nimble, innovative, adaptive, and transparent.
- Highly collaborative team player.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not exposed to adverse weather conditions.

The noise level in the work environment is usually moderate.

This job description is intended to convey information important to understanding the scope of this position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with or required for the position.

To Apply

To apply, please send your resume and a cover letter to Thepartnershipprojectjobs@gmail.com, subject line "**Americans for Public Lands Coordinator**".

This is a full-time salaried position based in Washington, D.C.

The Partnership Project is an Equal Opportunity Employer and does not discriminate against applicants on the basis of race, religion, gender, national origin, disability, sexual orientation or identity, or any other characteristic protected by law.