

NPCA POSITION DESCRIPTION (2019)

Date: July 2019 **Position Title:** California Desert Associate Director **Grade:** N

Job Status: Full Time **FLSA:** Exempt

Department: Pacific Region, Regional Operations **Location:** California desert (e.g. Morongo Basin, Coachella Valley, Victor Valley, Barstow)

Primary Purpose of the Position: The California Desert Associate Director manages all aspects of the California desert program including campaigns to protect the parks and adjacent lands, staffing, relationships, and public outreach. Specific campaigns include work on national monument creation and defense, protecting desert water resources, building a broader movement to protect the California desert, and highlighting publicly the values and need to protect the California desert. The California desert contains nearly 25% of all the national park lands in the lower 48 states and faces significant threats to its wildlife, ecological integrity, and its natural and cultural resources. It is also a frontier for scientific discovery, one of the most protected landscapes in the nation, and a place where landscape-scale conservation has and can continue to be achieved. We seek a thoughtful individual with the ability to become an expert on desert issues and policy and build community around conservation issues, to become a trusted and respected ally in this region that supports others, builds relationships, builds coalitions, and can support and create policy change on the local, regional, state and national level.

Essential Functions:

% of Time

1. **Advocacy to protect national parks and adjacent lands in the California desert (40%):**
There are two primary elements of this function: 1. to monitor, understand, and act upon threats to desert national parks and connected natural and cultural landscapes. 2. Identify and act quickly to take advantage of opportunities to further protect these desert lands and cultural landscapes.
2. **Community leadership/movement building: (30%)**
We work across a broad geography, with diverse communities, stakeholders, and interest groups. This will include working with and building trust with rural communities, communities of color, tribes, faith-based groups, and new audiences who may not have had access or exposure to conservation or national parks issues. We seek to broaden the movement to protect the desert, and the Associate Director will lead that effort to build community, build grassroots and political power, build national park champions, and deepen the engagement of our friends and allies.
3. **Team leadership, staff management and field office operations (20%):**
This position manages the California desert program including one staff person, the program budget, and relationships at the local, county, state, and federal level. The Associate Director makes decisions about strategic direction, campaigns, resource allocation, and capacity to engage on issues. The Associate Director assists NPCA's Development staff and the Pacific Region Director in fundraising for programmatic needs. A leader with a strong ethic of collaboration, empathy, vision, strategic thinking, and who focuses on empowerment of staff and community is desired.

4. Public Relations (10%):

The Associate Director will work closely with the media to highlight national park issues in this region. That includes leading desert media tours, performing on camera interviews, speaking to and working closely with reporters in coordination with media relations staff, drafting opinion pieces, and supporting the communications needs of partners and coalition members. The ideal candidate will have some experience organizing media to help support strategic campaign goals and outcomes.

Total 100%

Other:

Respects others regardless of their position or background. Participates as a supportive team member in the Pacific Region and across NPCA, as well as in coalitions and communities. Participates in regular meetings to support local, regional, and national objectives. Assists in fundraising, reporting, budgeting, priority campaigns, and media work. This job description in no way states or implies that these are the only duties to be performed by the employee in this position.

Minimum Work Schedule: 37.5-hour work week. Significant travel required across the California and Southern Nevada deserts and across Southern California. Occasional travel to Sacramento and Washington, DC will be required. Travel is estimated to be 20%. After hours and weekend work will occasionally be required.

Minimum Scope of Position: Manages California Desert Program Manager, manages all aspects of the California desert program including campaigns, advocacy, and outreach, participates in team calls and supports shared goals, works closely with partners, allies, communities, congressional relations, works with legal team to manage legal campaigns and development team on foundation grants and major donor cultivation.

Minimum Qualifications, Competencies, Skills, Education, and Traits:

- 5-6 years' experience in public lands policy, law, conservation, running campaigns or other relevant field (environmental justice, social justice, non-profit, science); OR any equivalent combination of education, professional, and lived experience.
- Key skills required for position (Experience or willing to learn):
 - o Western Public Lands Policy: National Environmental Protection Act (NEPA), California Environmental Policy Act (CEQA), Endangered Species Act (ESA), policy guiding decisions on mining, grazing, water, wildlife, connectivity, mitigation, local planning ordinances, and energy siting.
 - o Knowledge of how the United States Departments of Interior and Agriculture operate, their policies, and their conservation and extraction mandates.
 - o Experience managing and empowering staff, volunteers, interns.
 - o Demonstrated ability to manage a dynamic program with staff, lots of moving parts, partners, coalitions, fundraising needs, and a portfolio of 5-10 campaigns.
 - o Track record of working with communities, including non-traditional allies, communities of color, and tribes.
 - o Ability to work effectively with elected officials at the local, regional, state, and federal level.
 - o Ability to work with media including leading tours, being a spokesperson, issuing press and opinion pieces, performing on-camera interviews. (If not experienced, training will be provided.)
- Open-Minded, flexible, creative problem solver, resilient, curious, and willing to learn new things, meet new people, and expand skill set.
- Excellent written and oral communications skills one-on-one, in groups, and in public forums. Position requires a lot of public speaking.

- The ability to work, communicate, listen, and build trust with others is critical. Fluency in Spanish language is beneficial.
- Willingness to learn about the natural and cultural resources in the Mojave and Sonoran deserts in order to teach others why it matters.
- Valid drivers license required or ability to obtain a valid drivers license.
- Demonstrates an awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds and orientations.
- Contributes to the creation of a diverse, equitable and inclusive work culture that encourages and celebrates differences.

Core Values

Live, honor, and own the organization's Core Values:

- **Commitment.** We are passionate about NPCA and dedicated to achieving excellence through our work and mission. We seek to improve our performance by taking opportunities for professional and personal development and encouraging reasonable risk-taking and innovation.
- **Inclusion.** We value diversity of thought, background, experience, and opinion. We create a culture of empowerment by welcoming and encouraging meaningful participation from all people and promoting an environment that embraces different perspectives.
- **Integrity.** We hold ourselves accountable to each other, our members and partners, and our mission. We evaluate the impact of our work and strive for honesty and transparency across the organization. We operate ethically in the organization's best interests.
- **Respect.** We collaborate in results-oriented teams based on trust and consideration for each other. We promote harmony between our work and our personal lives. We foster a healthy and positive workplace culture and work collaboratively with external partners.

Physical Effort and Dexterity: While performing the duties of this job, the employee is typically required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee may lift and/or move up to 25 pounds. Specific vision abilities required by the job may include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The job will occasionally include time outdoors, walking, hiking, visiting national parks and other public lands, leading tours, site visits, long-distance driving, and spending time in remote locations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NPCA is committed to diversity among its employees and hiring practices. All qualified applicants are encouraged to apply.

Physical Environment: Office or home office setting; significant travel, significant time driving, time in field in national parks and other public lands.

Employer's Rights: NPCA reserves the right to revise this position description at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the NPCA and employee and is subject to change by the NPCA as the needs of the NPCA and requirements of the job change. The above is in no way an exhaustive list of the requirements for the position.

