

Take Action. Protect Wildlife.

Texas Conservation Alliance



Organization: Texas Conservation Alliance, state affiliate of the National Wildlife Federation

Work Location: Fort Worth, TX

Position: Lights Out Fort Worth Assistant Coordinator

Work Dates: Spring migration (February-June) and may extend to Fall migration (August to December)

Target hire start date: February 12, 2024

Pay: \$300 a week (15 hrs @ \$20 per hour)

Texas Conservation Alliance

For over 50 years Texas Conservation Alliance (TCA) has advocated for wildlife and their habitats. TCA educates Texans and builds alliances to enhance and sustain wildlife habitat and to protect our land, air, and water for future generations. TCA has built public support to establish numerous wildlife refuges, state and federal parks, wilderness areas, and other wildlife areas, resulting in more than 250,000 Texas acres protected. TCA has recruited thousands of Texans to active conservation and advocacy through grassroots coalitions and community-driven, hands-on, habitat restoration programs that welcome all communities into conservation and promote stewardship for Texas' wildlife and wild places.

General Summary

The Lights Out Fort Worth Assistant Coordinator is a part-time position (15 hours/week) from February through mid-June. The Assistant coordinator will help conduct bird-window collision surveys and collaborate closely with community partners to design and deliver Lights Out initiatives in the Fort Worth region and report to the Lights Out Fort Worth Coordinator.

Responsibilities

- Promotes Lights Out Fort Worth campaign to work with Fort Worth and other Tarrant County entities, including governments, individual building owners, local conservation organizations, local press and media outlets, and community members to increase awareness and take action
- Leads Lights Out Fort Worth surveys two days each week
- Documents survey daily log in sheets and ensures data accuracy
- Assists in drafting electronic reports summarizing survey highlights to keep internal and external audiences informed of Lights Out Fort Worth
- Assists in coordinating all aspects of volunteer events, including recruiting, marketing, logistics, communication, and documentation
- Assists with Survey Leader training and education and community outreach programs
- Assists with managing and providing mentorship to Lights Out Fort Worth interns
- Works proactively to engage diverse audiences and expand conservation accessibility and inclusion

Required Knowledge & Experience

- Minimum of one years' experience working within the field of wildlife conservation, community outreach, volunteer management, and public engagement
- Knowledge of birds and wildlife conservation experience a plus.
- Demonstrated experience working successfully with volunteers and community groups

- Demonstrated success coordinating community events
- Strong written and verbal communication skills, ability to write clear and precise email communication and reports
- Experience with informal and formal presentations
- Demonstrated commitment to conservation
- Able to work with a team to create representative and accurate content
- Able to work a flexible schedule including early mornings and weekends

Qualifications

- Associates or bachelor's degree in biology, wildlife conservation, natural resources, or related field
- Understand local environmental and wildlife topics
- Experience in leading and planning projects
- Must be self-motivated, organized and skilled in time management
- Must be flexible, adaptable, and have a strong attention to detail
- Ability to work both independently, as part of a team, and across teams
- Must be willing to travel as the job requires and possess a valid driver's license. Mileage reimbursement provided

Physical Abilities and Work Environment

- Ability to work outdoors and early mornings (6 am – 9 am)

To Apply

Candidates must complete step 1 and 2 to be considered.

1. Please fill out the [online application form](#) and
2. Email your resume and cover letter to Michael@tcatexas.org

Deadline to submit: Thursday, February 1, 2024 at 5 pm

The successful applicant must meet the requirements of Texas Conservation Alliance's background screening process. Individuals from underrepresented backgrounds that do not meet all qualifications are encouraged to apply.

Texas Conservation Alliance is firmly committed to inclusion, diversity, and equity as core tenets of the organization, where everyone is respected and valued regardless of race, creed, ancestry, marital status, gender identity, sexual orientation, age, disability, religion, or national origin.

