



Take Action. Protect Wildlife.  
Texas Conservation Alliance



## **Position Title:** Conservation Coordinator (Part-Time)

**Organization:** Texas Conservation Alliance (TCA)

**Location:** North Texas (hybrid with occasional travel)

**Position Type:** Part-Time (approximately 20–29 hours per week)

**How to Apply:** Please submit a resume and brief cover letter outlining your interest in working with Texas Conservation Alliance to: [ntxcareers@tcatexas.org](mailto:ntxcareers@tcatexas.org)

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### **Position Summary**

The Conservation Coordinator supports the mission of Texas Conservation Alliance (TCA) to protect and conserve Texas wildlife, habitats, and natural resources. This role coordinates conservation programs, community engagement events, stakeholder collaboration, and communications that advance TCA's statewide priorities.

This is an ideal position for a motivated, detail-oriented professional who is passionate about conservation and enjoys working across program coordination, outreach, and advocacy support. This position reports to the Director of Conservation.

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### **Responsibilities**

#### **Program & Project Coordination**

- Support planning and execution of conservation initiatives, programs and campaigns.
- Track project timelines, deliverables, and outcomes across priority programs and grants.
- Assist with research and data collection related to conservation issues in Texas.
- Help develop materials that support conservation strategies and priorities.
- Collaborate with and support the Plant Propagation Coordinator at the Dallas Zoo Greenhouse.

## **Policy & Advocacy Support**

- Monitor relevant local, state, and federal policy developments.
- Assist in preparing advocacy materials, action alerts, and policy briefs.
- Support coordination with partners, coalitions, and stakeholders.

## **Communications & Outreach**

- Assist in developing and scheduling content across TCA's communications platforms, including social media, newsletters, and website.
- Support execution of TCA's social media strategy, including content creation, basic analytics tracking, and coordination with program staff.
- Contribute to storytelling efforts that highlight conservation impact, events and partnerships.
- Support community engagement efforts, including volunteer coordination and outreach activities.
- Help to ensure consistent messaging, tone and branding across communications.
- Mentor and help coordinate TCA Interns, including support for communications-related tasks.

## **Administrative Support**

- Maintain organized records of projects, contacts, and activities
- Assist with reporting, grant support materials, and internal documentation
- Support logistics for meetings, events, and partner coordination

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## **Qualifications**

- Bachelor's degree in environmental science, conservation, natural resources, public policy, or related field (or equivalent experience)
  - 2+ years of relevant experience in conservation, nonprofit work, policy, or program coordination preferred
  - Strong organizational and project management skills
  - Excellent written and verbal communication abilities
  - Ability to work independently and manage multiple priorities
  - Demonstrated interest in wildlife conservation and natural resource protection in Texas
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## **Preferred Skills**

- Familiarity with Texas environmental policy and conservation issues.
  - Experience with nonprofit advocacy or grassroots engagement.
  - Working knowledge of social media platforms and content development.
  - Ability to represent Texas Conservation Alliance in a professional, mission driven manner.
  - Comfort with public speaking and engaging with diverse audiences.
  - Basic knowledge of Texas Native Plants and Wildlife
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## **Working Conditions**

- Schedule will include weekday hours, with occasional evenings and weekend hours as needed.
  - Combination of outdoor and indoor activities, including:
    - Community events, clean ups and restoration activities
    - Work at our Native Plant Propagation Center
    - Office-based and remote work
  - Moderate travel within Texas may be required
  - Must be able to lift up to 50lbs and perform physical tasks including bending, kneeling, walking, and working outdoors in Texas weather conditions (heat, cold, wind and rain)
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## **Compensation**

- \$25.00 per hour
  - \$100 monthly benefit stipend
  - Bi-weekly payment
  - Reimbursement for approved business-related expenses
  - Professional development and Continuing education support
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Texas Conservation Alliance  
[www.tcatexas.org](http://www.tcatexas.org)

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