

Position Description
Program Director
Save Our Bosque Task Force



Background

Our Mission

The Save Our Bosque Task Force works collaboratively to support a health Rio Grande bosque and riparian ecosystem while celebrating its benefits to the communities of central New Mexico.

Our Vision

We envision a riparian ecosystem that functions as naturally as possible for the benefit of wildlife and the people who live along the river. We strive to create partnerships with others to preserve, protect, and enhance the Rio Grande and its adjoining riparian ecosystem.

Position

The Program Director will be employed by the Save Our Bosque Task Force (SOBTF) and will work for the SOBTF board of directors with supervision from the Board Chairperson. The starting hourly wage range for this position is \$22.00 - \$26.00 depending on qualifications. This is a full-time (40 hours per week) hourly staff position with paid Federal holidays, paid annual and sick leave at 4 hours per pay period each, and health insurance stipend.

The Program Director will be offered workspace (if available) during regular office hours, but may work from home when appropriate. The employee should live within the Middle Rio Grande valley, preferably in the Socorro, NM area.

SOBTF has funding to cover the Program Director salary for one to two years, but this position requires fundraising and grant writing to keep the position funded long-term.

Major Tasks

- Manage a wide variety of current and future projects by planning, implementing, monitoring and other documentation for on-the-ground habitat restoration, recreation, and environmental education
- Supervise and lead summer interns, who generally help with field work such as project site monitoring and park and trail maintenance
- Manage contracts under cooperative agreements with various agencies by developing contract scopes of work, reports, and budgets. Projects may involve planning, restoration, recreation on federal, state, and private lands
- Seek opportunities for funding through local, state, and federal grants
- Develop project budgets and scopes of work for grant applications; assist with reporting and inspection of awarded grants

- Provide regular reports and budget updates to the SOBTF Board of Directors at monthly meetings and where appropriate or requested.
- Manage the SOBTF GIS database, create maps for use in outreach and project implementation.
- Lead targeted and strategic outreach to SOBTF members, government agencies, conservation districts, irrigation districts, public utilities, NGOs, local businesses, landowners, and Socorro County residents
- Act as a spokesperson for SOBTF and partners; effectively communicate complex scientific topics to a wide variety of audiences
- Collaborate with universities, state and federal agency staff, and other organizations and individuals that have expert knowledge in watershed management and riparian habitat restoration
- Develop outreach programs and create new ideas for engaging the citizens of Socorro County

Successful candidates will have the following skills:

- ❖ Strong knowledge base in riparian restoration, on-the-ground project planning and implementation, and natural resources management
- ❖ Ability to manage multiple grants and funding streams as well as the SOBTF general operating budget; ability to keep numerous concurrent projects on track and meet deliverables
- ❖ Strong writing skills: proficient in technical writing, such as grant writing and preparing reports for grants and projects
- ❖ Strong background in vegetation and/or animal monitoring techniques
- ❖ A minimum of a bachelor's degree in natural resources or related field
- ❖ Have knowledge of public due process related to federal, state, and local government grant procurement procedures
- ❖ Comfortable using Word, Excel, PowerPoint, and Adobe software
- ❖ Knowledge of GPS units and field navigation techniques, field data collection software, mapping software such as ArcGIS, and geodatabase maintenance
- ❖ Effective oral and written communication skills; ability to discuss controversial topics with a wide range of stakeholders and ability to promote our conservation work by educating partners and members of the public at public meetings, workshops and conferences
- ❖ Comfortable working alone outdoors in conditions that include extreme heat and cold, biting insects, and snakes
- ❖ Candidates must possess a valid state driver's license and be comfortable driving a 4X4 vehicle off-road or on rough terrain.

To apply, send a short cover letter, resume, and three references to sobtf07@gmail.com. The position will be listed until filled. Contact Matt Mitchell at riobirdsmitch@gmail.com or Gina Dello Russo gdellorusso.mail@gmail.com with any questions about the position and visit our website, SOBTF.org for more information on our organization.