



Friends of Plumas Wilderness | 546 Lawrence Street  
P.O. Box 1441 | Quincy CA 95971  
plumaswilderness.org

**Title:** Program Coordinator  
**Job Status:** Half-time to Full-time, Non-exempt  
**Compensation:** \$27 - \$33 / hour DOE  
**Location:** Quincy, California

### **About Friends of Plumas Wilderness**

Founded in 1974, Friends of Plumas Wilderness is dedicated to studying, exploring, and safeguarding the natural ecosystems where the Sierras and Cascades meet through conservation, advocacy, stewardship and collaboration. We advocate for responsible land management practices, engage in community outreach and education, and work collaboratively with partners to promote sustainable environmental policies.

We seek a motivated individual for this collaborative position to work closely with the Board and Staff to achieve the goals and priorities of the FoPW Strategic Plan.

### **Primary Responsibilities:**

- Support existing programs, projects, and initiatives to further FoPW's mission and strategic objectives.
- Communicate with partners to explore opportunities for developing and implementing collaborative projects and joint initiatives to support FoPW's mission.
- Coordinate interdependencies among various programs/projects to ensure smooth operations.
- Work closely with staff to develop program plans, timelines and metrics for monitoring progress and outcomes.
- Cultivate and maintain relationships with FoPW's existing partners, including agencies, other NGOs and conservation organizations, and local stakeholders.
- Engage with donors, funders, and members of the community to build relationships and support the mission, vision and activities of FoPW.
- Represent FoPW in meetings, collaboratives, and convenings to promote partnerships and garner support.
- Work closely/collaboratively with FoPW staff to author, edit, and distribute promotional and outreach materials such as e-blasts, social media, website content, and newsletters.
- Develop and implement a communications strategy to raise awareness of FoPW's work and achievements.
- Craft engaging communications content and effectively storytell about FoPW with a wide and diverse audience.
- Provide planning and logistical support to execute FoPW events and activities.
- Collaborate with other staff to ensure effective program delivery, including identifying training opportunities and capacity building.

### **Secondary Responsibilities (in collaboration with Conservation & Advocacy Director)**

- Monitor and analyze environmental policies, legislation, and regulations at the local, state, and federal levels to identify opportunities and threats to our mission.
- Stay informed about emerging environmental trends, scientific research, and best practices in conservation and policy advocacy to inform our organization's strategies and priorities.
- Collaborate with stakeholders, community members, partners and other experts to identify regional conservation needs and opportunities.

## Secondary Responsibilities (in collaboration with Organization & Finance Director)

- Assist in the development, writing, budgets, administration and necessary reporting of grants for the organization.
- Track grant deadlines, requirements, and deliverables to ensure compliance and timely submissions.
- Recruit, train and supervise volunteers to ensure smooth operations of programs and events.

## Required Qualifications:

Successful candidates must demonstrate the following skills, experiences and competencies:

- Strong understanding of environmental issues, conservation principles, land management practices and policies, and relevant laws and regulations.
- Experience collaborating with a team.
- Demonstrated ability to build and maintain effective relationships with diverse parties, including government/agency officials, community leaders, partner organizations, and donors.
- Proven track record of successful grant acquisition and management, partnership building, and effective communications.
- Strong writing, editing, and public speaking skills with an ability to convey ideas clearly and compellingly.
- Excellent interpersonal skills with an ability to engage and build relationships with stakeholders, donors, and broader community.
- Demonstrated leadership skills, including strategic planning, staff/team collaboration and decision-making.
- Strong proficiency with G-Suite, Canva, MS Office Suite.

## Desired Qualifications:

The strongest candidates will also demonstrate the following skills, experience and competencies:

- Nonprofit program development and implementation, including identifying needs, designing programs/projects/initiatives, and evaluating outcomes
- Fundraising and business development experience
- Multi-channel communications storytelling
- Nonprofit capacity building
- Effective stakeholder collaborative skills
- Coordination and facilitation skills
- Proficiency in project management, budgeting & reporting

## Compensation & Benefits:

The salary range for this position is \$27-33 an hour depending on experience and qualifications. This is a half-time position with the potential to turn into a full-time position, depending on funding capacity and candidate availability. After successful completion of a 90-day probationary period, full-time employees (32+) are eligible to receive a health insurance stipend (50% of costs for health/dental/vision premiums) and enroll in FoPW's retirement program (SIMPLE IRA 3% employer match).

## Application Process:

To apply please send your résumé, a cover letter explaining your interest in Friends of Plumas Wilderness and summarizing key experience, and a short writing sample describing one of your earliest outdoor memories and how it informs your interest in the position (500 words maximum). Include three professional references and submit to [apply@plumaswilderness.org](mailto:apply@plumaswilderness.org). **Extended deadline July 18, 2024.** Position remains open until filled.

Friends of Plumas Wilderness is an equal opportunity employer committed to diversity, equity, and inclusion in our workforce and conservation efforts. We encourage individuals from all backgrounds and experiences to apply.