



Housatonic Valley Association

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Conservation Projects Coordinator

The Housatonic Valley Association (HVA), a regional watershed organization and accredited land trust, seeks a **Conservation Projects Coordinator** to support our conservation work in Connecticut, Massachusetts, and New York. This is a full-time, salaried, exempt position based at the Housatonic Valley Association's offices – either Cornwall Bridge, CT, Stockbridge, MA, or eastern NY (location pending) with the opportunity for some remote work.

The Conservation Projects Coordinator will play a key role in supporting and coordinating various conservation initiatives undertaken by our organization and in coordination with our partners. This individual will (1) support our Follow the Forest Initiative through communications and partnership building, (2) advance land conservation projects, and (3) manage our conservation easement and fee property portfolio. This position is ideal for individuals who are enthusiastic about environmental issues, possess strong communication and organizational skills, and are eager to contribute to meaningful conservation efforts in the face of the climate crisis. This position will be supervised by the Senior Land Protection Manager in coordination with other HVA staff.

Expected Duties:

- Advance Follow the Forest by educating partners about the Follow the Forest Initiative, equipping them to spread Follow the Forest's messaging, and working with them to coordinate landowner outreach and public programs;
- Assist in strategic conservation planning, and the evaluation and execution of conservation projects as needed with partners;
- Support project management of land conservation projects that advance the strategic goals of the Follow the Forest Initiative;
- Manage HVA's conservation easement and fee property portfolio, maintaining accurate and thorough records;
- Assist with strategizing and coordinating public funds for conservation in the region;
- Further HVA's standing as a trusted partner in the region – working closely with other conservation organizations in the region, and regional conservation partnerships;
- Create social media content and communications material, in connection with HVA's Advancement Team for the Follow the Forest Initiative; and
- As part of a team, this position may perform other duties, as necessary.

Desired skills and competencies: To perform this job successfully, applicants will need these skills (or related) as listed below.

- Passion for conservation, the environment, and the Housatonic Valley;;
- Familiarity with land trusts and/or real estate transactions is a plus;
- Ability to work effectively and in collaboration with diverse stakeholders;

- Strong organizational skills and attention to detail, with ability to coordinate multiple projects simultaneously and set and meet deadlines, are key requirements of this position
- Effective written, oral, and interpersonal communication skills, and an aptitude for problem-solving;
- Strong computer proficiency and high degree of familiarity with Microsoft Office are required for this work;
- Ability to work effectively both individually and as part of a team;
- Independently motivated, a self-starter, and a willingness to learn new skills;
- Ability to navigate off-trail, on uneven ground, walking up to 5 miles, occasionally in inclement weather;
- GIS familiarity is a plus; and
- Experience planning or leading public events and education is a plus

Preferred Qualifications and Experiences: We are seeking a highly motivated individual who shares our passion to advance meaningful land conservation through collaboration. A strong candidate for this role is a skilled communicator, collaborative in nature, and willing to learn. We encourage anyone who is a self-starter and has an aptitude for learning to apply. Candidates should have three years of demonstrated project management and coordination skills, or a bachelors degree in natural resources, environmental science, conservation biology or similar. Access to personal transportation will be necessary for site visits around the watershed, and mileage will be reimbursed. A valid driver’s license is required.

Time and Compensation: The starting annual salary for this full-time position is \$52,500. Benefits include health insurance, 403b retirement plan with HVA match, life and short-term disability insurance, paid holidays, paid time off, and remote work flexibility. This position may require occasional evening and weekend work.

HVA is an equal opportunity employer. If you have the drive, interest and skills to succeed in this position, tell us about how you can help, and we will consider your application. HVA provides equal employment opportunities to all eligible persons and administers personnel policies and practices in accordance with all applicable state and federal laws. We do not discriminate or abide discrimination on the basis of race, color, religious creed, age, marital status, national origin, ancestry, gender, gender identity or expression, political belief or affiliation, veteran status, sexual orientation, legal history, genetic information, mental disability or physical disability. Our commitment to equal opportunity is a guiding principle in all of our employment practices and policies.

Who we are: HVA leads conservation action across the tristate Housatonic Watershed in Massachusetts, Connecticut, and New York. Our overarching goal is to achieve a climate-ready Housatonic Watershed through two initiatives: Clean, Cold, and Connected Waters, and Follow the Forest. HVA is committed to being fully representative of the watershed’s people and diverse communities in all our work and across our organization. We strive to make our conservation actions equitable and inclusive by enabling participation by all and increasing our understanding of and responsiveness to environmental inequity. Our team is committed to continuously improving equitable representation across our organization and in our work towards a healthy watershed. Learn more about HVA at hvatoday.org.

To Apply: Please send letter of interest, resume and three references to Julia Rogers (she/her), Senior Land Protection Manager via email (jrogers@hvatoday.org) and include “Conservation Projects Coordinator” in the subject line. This position will remain open until filled.