



Job Title: Backyard Habitat Certification Program Contract Coordinator
Salary: \$20.34/hr; non-exempt, part-time (20 hours per week)
Location: Primarily Columbia Land Trust's Portland office; periodic visits to Portland Audubon
Department: Conservation Team
Reports to: Backyard Habitat Certification Program Managers
Application Deadline: January 31, 2019

The Backyard Habitat Certification Program is a collaborative effort between Columbia Land Trust and Audubon Society of Portland that has been operating since 2009. The Program provides technical assistance to small lot, private properties to restore native wildlife habitat, manage stormwater and garden sustainably. Partnering with diverse communities and reducing barriers to this work is a core program goal. Through our collective efforts to revitalize urban landscapes we make our region a healthier place, for ourselves and for wildlife. Our community of Backyard Habitats is over 5,200 strong and growing every day. For more information, see: <https://backyardhabitats.org/>.

Position Description:

The Contract Coordinator will support the Backyard Habitat Certification Program by providing administrative support to our team. This is an exciting position for somebody interested in being an essential part of an innovative program to transform urban landscapes, engage diverse communities in conservation, and become a part of two of the most effective conservation organizations in the region. The position will be employed by Columbia Land Trust but will support the needs of, and represent, both Columbia Land Trust and Audubon Society of Portland in implementing the program. They will spend time working out of both organizations' offices (NW Portland, SE Portland, Vancouver), with the majority of time at the SE Portland office. Both organizations hold diversity, equity and inclusion as core organizational values ([Columbia Land Trust's Equity Commitments](#), [Portland Audubon's Diversity Statement](#)). Applicants must be able to demonstrate this commitment as well.

Columbia Land Trust equal opportunity employer and encourage applications from all qualified individuals without regard to race, creed, marital status, political affiliation, mental or physical handicap, color, disability, religion, gender, sexual orientation, gender identity or expression, age, or national origin. Candidates of color are strongly encouraged to apply.

Essential Duties:

- Manages online enrollment for new program participants
- Assigns site assessments to Habitat Technicians
- Processes invoices and assign to appropriate grant or contract; tracks expenses and deliverables
- Assists with grant invoicing and reporting (15+ grants and contracts)
- Organizes and maintains contracts; sends new contracts to accounting team
- Supports diversity, equity and inclusion efforts of BHCP, including our 2019 Equity Plan
- Supports Habitat Technicians by communicating when follow up phone calls are needed, and connecting them with supplies
- Orders and manages program materials inventory (signs, brochures, program partner materials, resource and benefit packets) Works with volunteers to put together program resource and benefits packets
- Assists with program events such as twice yearly plant sales, landscaper training, and mason bee classes

Preferred Qualifications:

The requirements listed below are representative of the knowledge, skill, and/or ability needed. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential job functions.

- Two or more years managing grants or contracts. Candidates are invited to demonstrate professional and related life experience.
- Adept with data management, including data entry, creating and maintaining records, running queries, data export.
- Experience with Microsoft Office Suite.
- Effective oral and written communication skills.
- Demonstrated cultural competency and experience working with diverse populations, including communities of color, immigrants, and underserved communities.
- Ability to effectively present information and respond to questions from groups of stakeholders, partners and funders, program participants, contractors, co-workers, and the general public.
- Highly organized, with an ability to effectively manage multiple tasks simultaneously.
- Works collaboratively in a team environment with a spirit of cooperation.
- Ability to work with dual managers and maintain a high level of flexibility.
- Second language abilities in addition to English preferred. Native speakers preferred.

Salary and Benefits:

Columbia Land Trust offers a competitive salary, comprehensive benefits package, and a supportive and positive work environment. Our benefits package includes a generous paid vacation, holidays, and sick leave. We pay 50% of health and dental insurance for half time employees; voluntary benefits include a Section 125 - FSA and long-term disability. We also offer a match (up to 5% of annual salary) to our 401 (K) retirement plan. Healthy, happy staff who feel they can bring their best selves to their work are critical to our shared success.

Application Instructions:

Please email your resume, list of potential references, and a cover letter with relevant experience to jobs@columbialandtrust.org and include "Contract Coordinator" in the subject line.

About Columbia Land Trust:

Columbia Land Trust is dedicated to conserving and caring for the lands, waters, and wildlife of the Columbia River region through sound science and strong relationships. Columbia Land Trust has permanently conserved more than 43,000 acres, an area equivalent to eight of Portland's Forest Parks, and has restored thousands of acres for the benefit of both wildlife and local communities. Columbia Land Trust recently embarked on a 25-year plan to conserve the lower Columbia's most important places by blending rigorous science and community partnerships. Core to the conservation agenda is a commitment to supporting a more inclusive and equitable conservation movement, arriving at common ground conservation solutions. Together, we are ensuring a future that is thriving, prosperous, and nature-rich. For more information, visit our website at columbialandtrust.org.

About Audubon Society of Portland:

Audubon Society of Portland has been a leading voice in conservation for over a century. Through conservation advocacy, environmental education, our wildlife rehabilitation center, and other programs we promote the understanding, enjoyment, and protection of native birds, other wildlife and their habitat. We are located in a 150-acre wildlife sanctuary in Forest Park, just minutes from downtown Portland. With over 15,000 members and 450 regular volunteers, we are the largest independent chapter of the National Audubon Society in the United States. Additional background regarding our extensive education, advocacy, wildlife rehabilitation and habitat programs can be found at www.audubonportland.org. We have just completed a five-year strategic plan.

A central goal moving forward is to infuse equity, inclusion, and diversity (EID) into all of the goals and work of the organization. All Portland Audubon staff are responsible for implementing these EID goals into the departmental strategies, programs, and work plans.