

CONSERVATION FLORIDA

LAND MANAGEMENT PROGRAM COORDINATOR

Job Location: Avon Park Sentinel Landscape – Polk, Highlands, Okeechobee, Osceola Counties – Northern Everglades, Florida

Salary: \$50,000 - \$60,000

Benefits: Health Insurance, Dental, Vision, Retirement Plan, Generous PTO, and Holidays

Full-time: Exempt

Timeline: Open until filled

ABOUT CONSERVATION FLORIDA

Conservation Florida is a statewide accredited land conservancy with a mission to save Florida's natural and agricultural landscapes for future generations. Our conservation projects support Florida's native plants and wildlife, fresh water, the protection of the Florida Wildlife Corridor, family farms and ranches, the economy, and nature-based recreation. Since our founding in 1999, Conservation Florida has prioritized strategic and evidence-based land protection and has saved over 30,000 acres of critical habitat through acquisition, facilitation, and incubation of conservation projects.

We save land by developing conservation strategies, exploring funding sources and purchasing or accepting donations of land and conservation easements. Our other services include providing expertise to guide landowners through the land protection process, serving as a trusted community partner to support statewide land conservation and promoting land conservation through effective education and advocacy. Our vision is large-scale, and we are 100% committed to conservation in the state of Florida – for nature, for people, forever!

JOB DESCRIPTION

Conservation Florida is seeking a highly motivated and experienced individual to fill the position of **Land Management Program Coordinator**. This is a grant-funded role focused on land management and conservation in the Northern Everglades and Avon Park Air Force Range Sentinel Landscape region. The coordinator will collaborate with various stakeholders to coordinate implementation of land management activities on public and privately-owned land within the project area.

RESPONSIBILITIES

Primary Responsibilities:

- Develop and implement land management strategies and projects per the goals and objectives outlined in the grant
- Collaborate with government agencies, nonprofits, landowners, and other organizations to ensure effective coordination and cooperation in all land management initiatives
- Schedules meetings with landowners and project partners
- Coordinate applicable management activities within the Northern Everglades ecosystem
- Help secure necessary permits and approvals for land management activities
- Manage and oversee contractors, volunteers, and staff involved in land management projects, ensuring adherence to project timelines and budget constraints

CONSERVATION FLORIDA

- Assist in developing and managing budgets for land management activities, ensuring proper allocation of resources and responsible financial stewardship
- Monitor and document the progress of land management projects and prepare reports for grant compliance purposes
- Stay up to date with relevant regulatory requirements and best practices in land management and conservation
- Represent the organization at meetings, conferences, and public events, promoting the importance of land management efforts in the Northern Everglades region
- Maintain strong relationships with stakeholders, including community members, landowners, and governmental agencies, and conservation groups, fostering collaboration and support for cost-sharing land management initiatives
- Coordinate task completion, work orders, cost estimates, and resource requirements for each planned project
- Set project performance goals and measure/evaluate the effectiveness of prescribed solutions
- Monitor the work of field crews
- Maintain a project file for each participant in the program, including site maps, task descriptions, contract documents, cost spreadsheets, maintenance records, photographic records, and reports
- Assist with programmatic plans, work plans, and budgets to guide the implementation of management projects
- Prepare reports on all activities and outcomes, providing periodic reports
- Provide technical review, comments, and input to various natural resource plans to ensure alignment with management goals and cost-share programs
- Assist in the preparation and presentation of educational and outreach materials to participating landowners, promoting the importance of management efforts and encouraging their active involvement
- Coordination with the Conservation Florida land protection team for landowner communications
- Help identify other sources of funding for land management programs

MINIMUM QUALIFICATIONS

- Bachelor's degree in environmental science, agricultural science, or ecology preferred, or combination of education, training and experience
- Minimum of 3 years of experience in land management, ecological management, or a related field
- Proficient in GIS, and Office 365
- Excellent interpersonal skills, admin skills, and writing
- Grant preparation experience
- Proven track record in successfully managing grant-funded projects
- Strong knowledge of the Northern Everglades ecosystem and its unique challenges and opportunities for land management
- Excellent project management skills, including the ability to develop and execute work plans, manage multiple priorities, and meet deadlines
- Effective communication and interpersonal skills, with the ability to collaborate and build relationships with diverse stakeholders
- Proficient in data collection, analysis, and reporting, with the ability to synthesize complex information into clear and concise reports
- Working knowledge of relevant environmental regulations and permitting processes

CONSERVATION FLORIDA

- Ability to work independently as well as part of a team in a fast-paced and dynamic environment
- Passion for environmental conservation and commitment to the management and conservation of natural habitats
- Experience with FSA and NRCS landowner programs

HOW TO APPLY

Please submit your resume, cover letter, and three references [here](#).