



**POSITION TITLE:** High Divide Program Coordinator

**Posting Date:** February 1, 2018

**Closing Date:** February 23, 2018

**ABOUT THE ORGANIZATION:** The Yellowstone to Yukon Conservation Initiative (Y2Y) is a joint Canada-US not-for-profit organization with a mission to connect and protect wildlife habitat from Yellowstone to Yukon so people and nature can thrive. Y2Y takes a scientific approach to conservation and is upheld as a global leader in large landscape conservation. Visit [www.y2y.net](http://www.y2y.net) to learn more.

**BACKGROUND:** The High Divide, located across the Continental Divide between Idaho and Montana, is one of the most important linkages in the entire Yellowstone to Yukon (Y2Y) region that allows wildlife to move between the Greater Yellowstone Ecosystem and the rest of the Y2Y region. It connects with three priority core areas – Greater Yellowstone, Crown of the Continent and the Salmon-Selway-Bitterroot Ecosystems, which each hold national parks or wilderness areas important for wildlife. Y2Y is committed to working with communities, agencies and partners throughout this region to protect and connect habitat so people and nature can thrive.

#### **JOB RESPONSIBILITIES:**

The purpose of this position is to help develop and implement conservation projects in Idaho and Montana. The High Divide Project Coordinator will work closely with the US Program Director to complete existing conservation projects, identify opportunities for future conservation projects, and raise awareness about Y2Y.

The High Divide Project Coordinator reports to the US Program Director and is responsible for planning, implementing, and managing conservation projects in the US portion of the High Divide within the Yellowstone to Yukon region.

The general objectives of the position are to build and maintain partnerships with local, state and federal agencies, landowners, Tribes and NGO partners to:

- Further connectivity conservation for large carnivores.
- Protect habitat connectivity across private and public lands in the High Divide.
- Increase safe wildlife passage on highways in Montana and Idaho.
- Raise awareness of High Divide projects, partners, and the vision of Y2Y.

#### **SPECIFIC DUTIES:**

- Based on the best available science, identify opportunities and priorities to promote habitat and grizzly bear population connectivity in the High Divide.
- Develop and maintain positive relationships with community partners such as, but not limited to, NGOs, Tribes, agencies, funders, community partners, government representatives, and others.
- Work with NGOs, agencies, Tribes and other stakeholders to promote highway mitigation for wildlife in Idaho and Montana.
- Engage with public land management agencies on management and travel plans and restoration opportunities. Work with private landowners and stakeholders to restore private lands and reduce wildlife conflict.
- Regularly visit conservation project field sites and partners; ensure strongly targeted and effective projects.



- Identify funding sources, write grants and reports, and assist in project administration. Create and track project budgets.
- Coordinate partner meetings and events.
- Oversee the development and/or review communication materials related to the High Divide, including program newsletters and announcements.
- Increase awareness, understanding of, and support for the Yellowstone to Yukon vision through presentations, articles, and a media presence.
- Identify and facilitate opportunities for cross-program collaboration and support throughout the High Divide and with neighboring ecosystem projects.

#### **QUALIFICATIONS:**

- Ability to work independently and remotely, with minimal supervision, demonstrating flexibility and teamwork within an entrepreneurial environment.
- Strategic understanding and experience with public and/or private land conservation, natural resource and transportation agency policies and processes, and a solid understanding of conservation science.
- Familiarity with High Divide landscape, conservation issues including grizzly bear recovery and other important regional conservation priorities, and an existing network of professional contacts in the region.
- Excellent oral and written communication skills, including public presentations;
- Demonstrated ability to fundraise.
- Willingness and ability to work cooperatively with a wide range of individuals with diverse backgrounds.
- Familiarity with Microsoft programs, financial reports, and grant writing.
- Ability and willingness to travel regularly throughout the High Divide and Y2Y region.
- Sense of humor and the ability to have fun.
- Commitment to the mission and goals of the Yellowstone to Yukon Conservation Initiative.

**PHYSICAL REQUIREMENTS:** This job will involve indoor and outdoor related work. The office related tasks will require good personal communication/telephone and computer skills. The position includes hiking over rough terrain to view field sites and meet with land managers in the field. A valid driver's license and access to a vehicle for travel to reach various field sites is required.

**Y2Y strongly encourages Indigenous people and minorities to apply.**

**JOB LOCATION:** The ideal candidate will live in southwest Montana or central Idaho. This is a remote position that can be fulfilled from a home office. The candidate must be willing to travel throughout the High Divide regularly and other portions of the Y2Y region on occasion. Y2Y will reimburse approved out-of-pocket expenses.

**HOURS OF WORK AND SALARY:** This is a full-time position (37.5 hours a week). Some weekend travel and work may be required. Salary is Dependent on Experience. Benefits include matching retirement, health stipend, and generous personal time.

**TO APPLY:** Please send a resume, a cover letter detailing your qualifications, a writing sample, and three professional references to: [catherine@y2y.net](mailto:catherine@y2y.net); Attention: Catherine Pao, Finance and Human Resources Manager; Subject: "Your Name" - Application for High Divide Project Coordinator.

No phone calls please. Only those candidates selected for an interview will be contacted.