NPCA – Field Representative

POSITION DESCRIPTION (2016)
Date: January 22, 2016
Position Title: New Mexico/Colorado Field Representative
Grade: E-1
Job Status: Full Time Terms (3 years)
FLSA: Exempt
Department: Southwest Region, Regional Operations
Location: New Mexico
Immediate Supervisor: David Nimkin,
Senior Regional Director Manager's Supervisor: Robin Martin McKenna, Vice President, Regional Operations
Incumbent / New Position: New Position

Primary Purpose of the Position: Under the supervision of the SWRO Regional Director and in close coordination with the Colorado Program Manager, the New Mexico/Colorado Field Representative will help advance NPCA’s local and national park protection priorities including building an expanded network of park advocates through program initiatives and selected Find Your Voice projects.

Essential Functions: % of Time
· Engage with the existing leadership communities and identify and cultivate new advocacy 15% voices in Northern New Mexico in management planning for two new national park units (Valles Caldera National Preserve and Manhattan Project National Historic Park) to strengthen a coordinated park voice.
· Establish an ongoing program of youth empowerment and park advocacy at Bandelier 10% National Monument through their Vanishing Treasures training program and Youth Conservation Corps. Adapt NPCA’s Civic Voice Lessons training program to suit this distinct population of Native American youth.
· Assist and expand existing organizing efforts to implement an energy development plan 20% at Chaco Culture National Historic Park that integrates the cultural values and human health considerations among local Navajo tribal members that can strengthen indigenous voices for protection of the Greater Chaco landscape.
· Explore opportunities for park engagement initiatives in the greater Albuquerque area that 10% may include protections from adjacent development around Petroglyph National Monument.
· Assist the Southwest regional team and NPCA colleagues with opportunities to expand 5% and promote specific Find Your Voice projects that systematically expands and strengthens the breadth of support for our national parks by policy makers.
· Assist with the development, implementation and growth of a gateway community 30% organizing initiative in Colorado under the leadership and direction of the Colorado Program Manager. On-the-ground relationship building with community leaders is a critical function for this priority.
· Serve as a spokesperson and representative of NPCA’s Southwest region including 5% delivering campaign presentations in a variety of public settings, attending various community meetings, public hearings, fundraisers, and other events, and interacting with media/press.
· Other duties as assigned 5%
Total 100%

Other:
Respect employees regardless of their position or background. Participates in developing department goals, objectives, and systems. Participates in administrative staff meetings, organization-wide meetings, staff committee meetings, training programs, and attends other meetings and seminars as designated by the supervisor. Assists in evaluation of reports, decisions, and results of department in relation to established goals. This job description in no way states or implies that these are the only duties to be performed by the employee in this position.

Minimum Work Schedule: 9:00 a.m. to 5:30 p.m., Monday – Friday (37.5 hours/week) with occasional evening and weekend work. Significant regional travel required for meetings and events. National travel required several times per year. This position is a three year term with possibility for renewal.

Minimum Qualifications, Competencies, Skills, Education, and Traits:
· Bachelor’s Degree preferred, with focus on Environmental Sciences/Studies, Public Policy, Political Science, Urban Planning, Public Health, Public History, Public Administration, Social Work or related areas; or 3-4 years of experience in equivalent fields
· Two to three years demonstrated interest/experience in conservation, environmental justice, civil rights, historic preservation, outdoor education/recreation, or related issues.
· Two to three years demonstrated community organizing and/or advocacy experience, involvement in issue or electoral campaigns, and/or public policy initiatives.
· Excellent verbal and written communications skills, demonstrated ability to work with a diverse range of colleagues, constituents, and allies, including youth and underserved communities.
· Spanish fluency desired. Ability to translate documents from English to Spanish preferred.
· Ability to manage multiple tasks and deadlines in a small, fast-paced office environment, often with limited supervision.
· Excellent MS Office skills including PowerPoint, Excel, and Word.
· Must possess valid driver’s license.

Core Values
Live, honor, and own the organization’s Core Values:
· Commitment. We are passionate about NPCA and dedicated to achieving excellence through our work and mission. We seek to improve our performance by taking opportunities for professional and personal development, and encouraging reasonable risk-taking and innovation.
· Inclusion. We value diversity of thought, background, experience, and opinion. We create a culture of empowerment by welcoming and encouraging meaningful participation from all people and promoting an environment that embraces different perspectives.
· Integrity. We hold ourselves accountable to each other, our members and partners, and our mission. We evaluate the impact of our work and strive for honesty and
transparency across the organization. We operate ethically in the organization’s best interests.
· Respect. We collaborate in results-oriented teams based on trust and consideration for each other. We promote harmony between our work and our personal lives. We foster a healthy and positive workplace culture and work collaboratively with external partners.

Physical Effort and Dexterity: While performing the duties of this job, the employee is typically required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee may lift and/or move up to 25 pounds. Specific vision abilities required by the job may include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NPCA is committed to diversity among its employees and hiring practices. All qualified applicants are encouraged to apply.

Physical Environment: Typical office setting

Employer’s Rights: NPCA reserves the right to revise this position description at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the NPCA and employee and is subject to change by the NPCA as the needs of the NPCA and requirements of the job change. The above is in no way an exhaustive list of the requirements for the position.

Prepared by: David Nimkin Date: December 22, 2015