



POSITION DESCRIPTION

POSITION:	NATURAL RESOURCE MANAGEMENT COORDINATOR
SUPERVISOR:	EXECUTIVE DIRECTOR, NATURAL COMMUNITIES COALITION
POSITION TYPE:	FULL-TIME, PERMANENT, EXEMPT
LOCATION:	IRVINE, CALIFORNIA
APPLICATION DEADLINE:	APPLICATIONS RECEIVED BEFORE APRIL 15, 2025, WILL BE GIVEN PRIORITY; LATER SUBMISSIONS WILL BE REVIEWED AS NEEDED UNTIL THE POSITION IS FILLED.

In 1996 a comprehensive conservation planning effort was completed in the central and coastal subregion of Orange County, California. The state Natural Community Conservation Plan Act and the US Endangered Species Act were the legal foundation and framework of the plan (hereafter NCCP/HCP). Among the outcomes of the planning effort were the creation of a Reserve system consisting of nearly 37,000 acres and a nonprofit management corporation to coordinate implementation of key components of the NCCP/HCP. The Natural Communities Coalition (NCC) is the nonprofit organization and is responsible for coordinating the science and land management activities in support of participating landowners within the Reserve; coordinating implementation of the adaptive management programs; collection, steward and allocation of mitigation and other funds for ecological management, and report annually on the status of implementation and conditions in the Reserve. Additional background on the Nature Reserve of Orange County is available at www.occonservation.org.

ESSENTIAL FUNCTIONS

The **Natural Resource Management Coordinator** (NRMC) position is responsible for collaborative oversight and coordinated implementation of several ongoing and the initiation of key projects identified in the NCC 2025 – 2027 Strategic Plan to benefit the Reserve. The NRMC works closely with the Board and staff of NCC, participating landowners and land managers, the US Fish and Wildlife Service and California Department of Fish and Wildlife, and coordinates with other entities within the region with interests and missions in line with those of NCC. Additionally, the NRMC is responsible for:

- Helping to ensure NCC and its key partners are meeting the resource monitoring and management obligations under the 75-year permit;
- Assisting in the implementation of the strategic objectives and timelines associated with the NCCP/HCP for Central and Coastal Orange County;
- Acting as a key liaison to federal and state wildlife agencies, and regional and local partners including contractors, and maintaining the well-established essential relationships;
- Strong working understanding of NCC's and participating landowners' obligations under the NCCP/HCP of the Central and Coastal Subregion of Orange County;
- Working as an integral member of project teams;
- Contributing to the development and implementation of education and training programs for land managers and other partners;
- Collaborating with other NCC staff on outreach and engagement efforts educating elected officials and key staff on the NCCP/HCP and the benefits and accomplishments of the plan and its partners, and
- Working collaboratively with all NCC partners to identify and pursue public and private funding for the effective implementation of the NCCP/HCP.

PROFESSIONAL QUALIFICATIONS

Highly qualified candidates will possess the following:

- Natural Resources background (Biology, Botany, Ecology, Conservation Biology, Natural Resource Management, or related field)
- Bachelor's degree required. Master's degree or higher preferred
- Three to five years of professional experience working in or with federal, state or nonprofit agencies/organizations as a conservation biologist or natural resource manager
- Knowledge of contemporary ecological land management principles
- Demonstrable knowledge of federal (US Endangered Species Act) and state (Natural Community Conservation Planning Act) regulations relating to species protection and environmental quality, and experience working effectively with wildlife agency personnel
- Experience working with or knowledge of natural coastal uplands systems of California
- Ability to recognize plant and animal species as required to plan or execute components of habitat restoration projects and resource monitoring programs
- Knowledge of and experience with grazing management programs
- Project management experience and ability to effectively multitask
- Demonstrable leadership and motivational skills; excellent public speaking and writing skills
- Proficient with MS Office & associated software, databases, and comfort with technology
- Willingness to work evenings/weekends as needed
- GIS (ESRI software or equivalent) and GPS experience a plus
- Experience identifying and writing grants for public and private funding
- Experience with the operations of nonprofit organizations
- Possession of or ability to possess a valid California Driver's License
- Ability to hike across uneven terrain in varying weather conditions

PERSONAL QUALIFICATIONS

The Natural Communities Coalition is seeking candidates with the following personal attributes:

- Self-directed and highly motivated
- Reliable, energetic and enthusiastic
- Strong interpersonal and leadership skills
- Consensus builder
- Professional and results oriented
- Ability to coordinate multiple concurrent projects
- Able to meet deadlines

CONTACT US TO APPLY

We look forward to your expression of interest. Interested candidates should send a cover letter and resume to the attention of James M. Sulentich, Executive Director at jsulentich@occonservation.org or to the address below.

Natural Communities Coalition

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