



Job Announcement

National Monument Campaign Manager

Who We Are: NCL is the political voice of Nevada's conservation community. We advocate for sound conservation policies, organize and train conservation leaders and advocates, work to increase civic engagement, educate and endorse candidates for public office, and hold elected officials and decision makers accountable on the conservation and environmental issues we work on: climate, clean air, clean water, protecting our public lands and open spaces, and public health and livability. We strive to work in a way that recognizes and builds a deeper understanding of racial justice that achieves more just outcomes and builds a more inclusive organization.

The NCL family of organizations includes Nevada Conservation League, a 501(c)(4) organization, Nevada Conservation League Education Fund, a 501(c)(3) organization, and Nevada Conservation League Political Action Committee, our political arm that directly helps elect pro-conservation candidates win office.

Position Summary: The National Monument Campaign Manager will be a contracted position housed under the Nevada Conservation League, with a project timeline of a minimum of 6 months with the potential to extend the contract based on campaign needs. We are looking for someone who wants to make history by establishing the Avi Kwa Ame National Monument in Southern Nevada and help drive the campaign forward, by implementing the coalition's campaign plan.

Key Responsibilities:

- Interfaces with members of the Avi Kwa Ame National Monument campaign coalition and serves as point person for coordinating activities being undertaken by coalition members and committees. Serve as air traffic controller to help coalition members have the tools and information (e.g. messaging, materials/documents, status of meetings and events, etc.) they need to meaningfully engage and advocate.
- Works with the steering committee of the coalition to develop and execute engagement goals and priorities.
- Ensures the coalition is following the agreed upon plan and makes necessary adjustments to the plan and timeline.
- Coordinates outreach across stakeholder groups in a timely manner.
- Leads event planning activities, such as generating turnout to key hearings, meetings, public events, etc.
- Schedules and coordinates check-in calls and/or written updates for the coalition.
- Identifies and flags issues and resource needs to the steering committee.
- Organizes and recruits elected and community leaders to support and champion the monument designation.

Qualifications: Demonstrated success and experience in a managerial role, especially working with press, decision makers, partner groups, and the public; outstanding planning and organizational abilities and the ability to work on multiple projects at the same time while meeting deadlines. Must possess excellent writing, speaking skills and the ability to present information in creative ways. A working knowledge of MS Office; Google Apps; common social media platforms; WordPress; photo and video-editing software is preferred. As is a familiarity with Nevada's political landscape, working on legislative or electoral and/or environmental issues.

The ideal candidate must possess an outstanding work ethic, be self-motivated with exceptional organizational skills; attention to detail, and ability to meet strict deadlines and a proven history of getting things done even in the face of obstacles. Proven problem-solving skills, a willingness to take the initiative, with flexibility and an eagerness to learn. Possess the ability to give and receive feedback. Demonstrate cultural competency and a track record of developing and maintaining strong working relationships with and among a diverse group of stakeholders. Must have commitment to racial justice and equity and make it a part of your work and the organization's work.

Working Conditions: This contracted position is based in Las Vegas, NV with the ability to work from home. Work is typically performed in an office environment while sitting at a computer screen for extended periods. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts when working with office machines. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms when working with documents, files, computers, or office machines. This position requires working indoors in environmentally controlled conditions, exposure to sounds and noise levels that may be distracting or uncomfortable. Job tasks are performed in close physical proximity to other people. Reliable transportation is required. Some evening and weekend hours are required and during some periods we will work more than 40 hours per week. There will be occasional travel within Nevada.

The above statements are intended to describe the general nature of the level of work being performed by people assigned to this classification. They are not to be construed as the exhaustive list of all responsibilities, duties, and skills required for personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

To Apply: Send cover letter and resume to jobs@nevadaconservationleague.org with National Monument Campaign Manager in the subject line. Applications will be accepted until the position is filled.

NCL is an Equal Opportunity Employer committed to a diverse, inclusive, and equitable workplace.