

Job Date:4/1/09  
Job No. C1058  
Category: 05  
Status: Exempt

## **Job Description**

**Job Title:** Chapter Conservation Program Manager

**Chapter:** Atlantic Chapter

**Reports To:** Chapter Chair

**Context:** Organizes and implements conservation, legislative and regulatory programs, campaigns, and initiatives according to priorities set by the Executive Committee, such as land use management, air/water quality, wilderness management, transportation planning, wetlands, urban planning, etc.

**Scope:** The Chapter Conservation Program Manager is responsible for ensuring that the Chapter's approved conservation program objectives are implemented. Participates in the development of program strategies. Works closely with volunteers leaders on conservation campaigns.

### **Job Activities:**

1. Develops and implements campaign strategies for conservation programs and projects in accordance with the chapter policy and in conjunction with Chapter Volunteers.
2. Recruits and motivates volunteers and enables their role in the effectiveness of the chapter. Coordinates and facilitates grassroots involvement in conservation programs.
3. Provides guidance and functional supervision of Legislative Associate and interns in the Albany office.
4. Works with volunteer leaders and other interest groups to identify, recruit and organize volunteers for conservation campaigns.
5. Makes presentations to community, political, and governmental bodies regarding chapter conservation efforts. Writes press releases, newsletters, flyers, etc. to keep the Club membership and the general public informed.
6. Advocates the Sierra Club position on proposed legislation, regulations and conservation programs in Albany and throughout New York State; informs and communicates with elected officials, business leaders, governmental agencies, and other non-profit organizations. Organizes Chapter lobby days.

7. Works closely with media representatives to insure that the message of the Club is accurately represented by the media.
8. Works on task forces, committees, etc. representing the Club's objective or mission as determined by supervisor. Travel to committee meetings when necessary.
9. Coordinates efforts with the national headquarters staff and ensures that chapter conservation strategies are in compliance with national requirements.
10. Assists Chapter Fundraising Committee.
11. Performs miscellaneous duties as assigned.

**Knowledge & Skills:**

- BA/BS degree in Environmental Studies, Political Science or a closely related field.
- 2-3 years experience in the environmental field that includes research and organizing campaigns, press relations and public speaking.
- Excellent written and oral communication skills.
- Proficient computer skills
- Demonstrated ability and effectiveness working with volunteers.