



**Network Coordinator Job Announcement
United States Biosphere Network
June 2023**

Background:

The mission of the United States Biosphere Network (USBN) is to foster national and international connections among biosphere regions, facilitate their sharing of best practices, and support their work toward connecting people and nature. See www.biospherenetwork.org The 28 currently recognized biosphere regions across the continental United States, Alaska, U.S. Caribbean and Hawaii encompass a wide variety of lands and waters, from deserts to mountains and rivers to oceans, and rural lands to urban areas. Together these special places, and the people and organizations caring for them, provide tremendous biological and economic values to local communities and to the nation. The USBN is a “network of networks” at the national, regional and local levels of people and organizations that share a common vision and unity of purpose. The network includes federal, state, and local agencies, tribes, businesses, industry, agriculture, economic development entities, nongovernmental organizations, universities, K-12, youth and civic organizations.

USBN Coordinator Roles and Responsibilities:

- Collaborate with and support the USBN Steering Committee to identify, create and implement strategic plans to achieve the mission of the USBN;
- Develop and implement business processes and workflows to assist the Steering Committee and Subcommittees in coordinating the USBN, including:
 - Network communication including newsletter and website;
 - Meeting coordination;
 - Collaborative actions and follow-through with the Biosphere Working Group, its subcommittees, and the individual biosphere regions;
 - Support the Youth Summit team.
- Identify, coordinate and secure technical assistance and financial resources (principally support grant writing) to increase USBN organizational capacity and effectiveness, training and development for the USBN members, and strengthen collaborative action of the USBN and individual biosphere regions collectively;
- Coordinate the preparation of the USBN Annual Work Plan and Budget, and monitor its implementation working with the Center for Large Landscape Conservation and Steering Committee;
- Maintain close working relationships with the USBN Federal Liaison, federal and state agencies, and private partners related to the mission and activities of the USBN.

Education:

- Background in program coordination/management, budget management and fundraising, and facilitation
- Bachelor's Degree or four (4) years of demonstrated equivalent experience.

Qualifications, Skills and Experience:

- Strong interpersonal and collaboration leadership skills
- Efficient, respectful, and compassionate communicator
- Organizational development and capacity building
- Communication and facilitation with diverse groups
- Strategic planning and program implementation
- Ability to fundraise and manage budgets including grants and administration
- Ability to work independently and as a member of a team
- Must be authorized to lawfully work in the United States

Location: Remote or located within a Biosphere Reserve

Compensation: Hourly Position- \$25-30/hour depending upon experience; approximately 20 hours/week for 6 months, with intention to continue

Application Deadline: July 15th, 2023

Temporary Term: August 1st, 2023-February 28th, 2024 with term extension depending upon funding

Supervised by: USBN Executive Committee

Officially an employee of: Center for Large Landscape Conservation

How to apply:

Qualified candidates should send their letter of interest and CV to the USBN Coordinator Hiring Committee at: usbns@largelandscapes.org by July 15th.

About our Fiscal Sponsor: The USBN is an independent group working under the fiscal sponsorship of the Center for Large Landscape Conservation. Headquartered in Bozeman, Montana, CLLC's mission is to protect life on Earth by promoting ecological connectivity to support healthy wildlife habitats and safeguard nature's resilience to climate change. To advance this mission, CLLC supports a range of networks – including the Roundtable on the Crown of the Continent – that are increasing connectivity with people and landscapes. We work to actively cultivate an inclusive workplace and value the leadership, skills, and perspectives of people from diverse backgrounds. People of color, LGBTQ+ persons, and people from other historically marginalized communities are strongly encouraged to apply.

The Center for Large Landscape Conservation is an equal opportunity employer. Employment decisions are made without regard to sex, race, color, age, national origin, religion, disability, marital status, sexual orientation, gender identity/expression, citizenship, pregnancy or maternity, veteran status, or any other status protected by applicable national, federal, state or local law.