

## **Conservation Coordinators – Global Center for Species Survival at the Indianapolis Zoo**

The Indianapolis Zoo is a national leader of animal conservation and is an AZA accredited institution. Located on a 64 acre campus in the heart of vibrant downtown Indianapolis, the State's capitol, the Indianapolis Zoo is one of the largest privately funded zoos in the United States. Known as "The Crossroads of America", Indianapolis is in close proximity to Chicago, St. Louis, Louisville, Cincinnati, Detroit, Columbus, and Nashville.

The Indianapolis Zoo and the Species Survival Commission (part of the International Union for Conservation of Nature) have partnered to create the Global Center for Species Survival (GCSS), which will be operated from within the Indianapolis Zoo. The GCSS will house a multicultural team of full-time staff employed by the Zoo who will be dedicated to support the missions of the Indianapolis Zoo and the SSC. Work will be primarily performed at the Indianapolis Zoo GCSS office, but travel may be required.

The GCSS Staff Team will provide critical training, capacity and coordination support to further mobilize the species conservation efforts of IUCN SSC Network of experts alongside wider partner and key stakeholder communities. Seven Conservation Coordinators (each assigned to a specific Group) will comprise part of the GCSS Staff Team.

GCSS positions are open and available to all candidates worldwide. International candidates must be able to acquire a work visa. Fluency in English a requirement of all positions. Fluency in other languages is desired.

**Applications are being accepted until August 1, 2020** for the seven (7) **Coordinator** positions that will report to the Director of the GCSS. They will implement the priorities identified by these IUCN SSC Group Chairs :

Birds  
Freshwater Species and Ecosystems  
Invertebrates  
Mammals  
Marine Species and Ecosystems  
Plants & Fungi  
Reptile and Amphibians

These Groups are focused on assessing, planning and mobilizing policy and action for species conservation around the world. Applicants are advised to apply for the Group or Groups which most closely aligns with the applicant's area(s) of expertise.

Responsibilities include:

- collecting, assembling and analyzing various types of data
- advance global species conservation efforts around the SSC Species Conservation Cycle (Assess-Plan-Act), with a specific focus on the "Plan" and "Act".
- Gather and integrate knowledge and expertise into creating strategic proposals for approval, launching projects/initiatives, developing calls for action on specific species issues, coordinating behavior change campaigns (in collaboration with the Behavior Change Coordinator), and assisting in species-specific IUCN Resolutions and Recommendations.
- Contribute to and review formal, programmatic and communication documents as required, including periodic outcome and planning reporting to the SSC for the annual SSC Data process.
- Bolster collaboration across the SSC network and the constituent parts of IUCN, governments, non-profit conservation organizations, accredited zoo and aquarium communities and the wider conservation community to maximize the relevance and conservation impact of activities and joint projects for reptile and amphibian conservation.
- Support the SSC Conservation Planning Specialist Group by building active links with SSC Specialist Groups requiring conservation planning support.
- Attend, and where possible help coordinate, Specialist Group meetings.
- Engage with conservation campaigns targeted at species requiring urgent conservation attention, mobilizing relevant experts, appropriate communication and behavior change efforts and, support collaborations with other NGOs and governments to deliver action to prevent imminent extinctions.
- Identify gaps in expertise by taxa and/or region and guide proponents through the formal process for establishing new groups, review drafts, coordinate wider review and final sign-off with the Steering Committee.
- Encourage and assist the SSC Network to be more action-orientated through promoting the implementation and delivery of action plans, and through supporting the development of partnerships or fundraising efforts to support this implementation.

- Identify issues within SSC Specialist Groups (or complaints directly received) that require mediation or resolution. Refer such issues to the SSC Chair's Office.
- Build relationships with existing training programs, e.g., CLP, EDGE Fellows, Durrell Academy, to encourage emerging talent to integrate into the SSC network.
- Actively support efforts to improve diversity across SSC network in gender, nationality, ethnicity, age, disciplinary background, profession and other attributes that might enhance those groups' effectiveness.

### **Required education, skills, and professional work experience:**

- A Bachelor degree from an accredited institution in biology, ecology, zoology, natural resources management or a related field.
- Broad knowledge of international biodiversity and conservation issues relating to species Group.
- Demonstrated experience and a good understanding of the practical aspects of biodiversity conservation actions, endangered species protections and policy especially relating to Group.
- Well-developed organizational skills included demonstrated experience managing multiple priorities, and ability to work independently to complete tasks within assigned time frames.
- Working knowledge of the IUCN SSC, and with leaders and stakeholders in reptile and amphibian conservation.
- Minimum of 5 years of related professional work experience.
- Strong skills in project management, planning and project implementation.
- Experience with international projects and supporting new initiatives.
- Ability to effectively manage teams to deliver results.
- International stakeholder management experience, multi-lingual and multi-cultural or cross-cultural experience desirable.
- Excellent written and oral communication, diplomacy and interpersonal skills.
- Fluency in English a requirement. Fluency in other languages desired.

- Ability to work well in a global team to problem solve, self-manage and find solutions.
- An eagerness to expand personal knowledge-base and adapt to new challenges
- Ability to travel and to work flexible hours, including long hours around Zoo fundraising events and attend after-hours committee meetings or events.
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- Experience in fundraising and / or demonstrated success in proposal writing.
- Excellent people relationship management skills, ability to work as part of a team, with respect for and sensitivity to multi-cultural approaches.
- Advanced and competent user of standard word processing, spreadsheet, presentation and database software and electronic communication technology (e.g. e-mail, Skype, WhatsApp, conference calls, etc.). Working knowledge of social media and mobile apps.
- Ability to plan, administer and record results of work-team meetings and activities.

### **The Physical Demands of this role include:**

The Indianapolis Zoo follows all local, state and federal employment laws. The Americans with Disabilities Act (ADA) is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else and guarantees equal opportunity for individuals with disabilities.

The following physical demands are potential physical demands common for this position:

- While performing the duties of this job, the employee is regularly required to, stand, sit, talk, hear, and use hands and fingers to operate a computer and telephone keyboard reach, stoop or kneel to reach computer equipment.
- Will be working indoors and occasionally outdoors in all kinds of weather. Temperature extremes from -20 to 35°C, with typical outdoor temperatures from 10-25°C.
- Specific vision abilities required by this job include close vision requirements due to computer work.
- Hearing – must be adequate to perform job duties, communicate over the telephone, and two-way radio.

- Vision – must be able to observe an area that can be seen up and down, or to right or left while eyes are fixed on a given point.
  - NEAR ACUITY – Clarity of vision (with or without glasses/contact lenses) at 20 inches or less.
  - FAR ACUITY – Clarity of vision (with or without glasses/contact lenses) at 20 feet or more.
- Ability to stoop, kneel, crouch, crawl, stand, walk, push, pull and lift on a regular basis.
- Ability to walk/and or stand for extended periods of time.
- Light to moderate lifting of up to 50 lbs. (25 kg) may be required.
- Ability to endure the stress of traveling.

### **EMPLOYMENT AND APPLICATION INFORMATION:**

The Indianapolis Zoo offers a competitive total compensation package that includes medical, dental, vision, life, and short term disability; 403b plan; paid holidays, and paid time off.

Successfully completing pre-employment requirements of a drug test, driving record check, and a limited criminal history check is a condition of employment.

### **HOW TO APPLY:**

Interested candidates must complete an on-line application at <http://www.indianapoliszoo.com/contact/employment-and-volunteers/zoo-staff-employment>

### **ONLY ON-LINE APPLICATIONS ARE ACCEPTED.**

In the “**Position Desired**” section of the on-line application, please enter “GCSS Coordinator” and specify the Group(s) for which you are applying.

Cover letters and resumes are required, and may be attached to your on-line application.

Please indicate your salary requirements.

Faxed, mailed, and delivered resumes will not be considered. PLEASE, NO PHONE CALLS.

Applications must be received no later than **August 1, 2020**.

The Indianapolis Zoo is a Child Safe / EOE/ Drug Free/Smoke Free Work Environment.