

## **NPCA POSITION DESCRIPTION**

**Date:** April 2022    **Title:** Mid-Atlantic Coastal & Climate Resilience Program Analyst    **Grade:** L

**Job Status:** Full time                      **FLSA:** Exempt

**Department:** Regional Programs, Mid-Atlantic Region

**Location:** Philadelphia, PA, Wilmington, DE, Baltimore, MD, or Washington, DC area(s)

**Supervisor:** Ed Stierli, Senior Director, Mid-Atlantic Region

**Supervisor's Supervisor:** John Adornato, III, Deputy Vice President, Regional Programs

**Incumbent/Newly Created Position:** Newly created

**Salary Range:** mid-upper \$50k's (commensurate with location and experience)

### **Primary Purpose of the Position:**

As part of the Mid-Atlantic Regional team, the Mid-Atlantic Coastal & Climate Resilience Program Analyst advocates for protecting national parks and public lands and waters throughout the region, with a specific focus on increasing the resiliency of coastal national parks and river corridors. The work includes educating and organizing communities to build decision maker support for clean water and resilient rivers and coastlines.

Guided by the leadership of the Senior Regional Director and in collaboration with the Senior Program Director, the Coastal & Climate Resilience Program Analyst will be responsible for implementing a regional coastal and climate assessment and playing a key role in building community around the Delaware River Corridor, Rivers of the Chesapeake, and Assateague Island National Seashore. They will also collaborate with the wider NPCA team across the country to advance strategies to ensure coastal national parks are protected, preserved and restored, connected to larger landscapes and resilient for the enjoyment of current and future generations.

### **Essential Functions: % of Time**

#### **1. Support Campaigns and Build Community to Achieve Park Protection Goals: 40%**

- In collaboration with the Senior Regional Director and Senior Program Director, support and implement strategic campaigns and related outreach and engagement strategies and identify resource and budget needs for successful outcomes to protect parks and their resources. Implement strategies and tasks related to priority existing and new river corridor and costal resilience campaigns specifically related to the Delaware River Corridor, Rivers of the Chesapeake, and Assateague Island National Seashore.
- Implement campaigns to protect valuable tributaries and key lands within the Delaware River watershed to ensure clean water within its national parks. Ensure ecologically important landscapes between and adjacent to the national parks along the Delaware River are conserved, in collaboration with surrounding local communities, to benefit wildlife, people, economies, and nature throughout the watershed.
- Contribute to NPCA's overall national park campaigns, such as landscape conservation efforts, and participate on select national issue teams and respond to requests for help from

staff in other parts of the country.

- Develop high-quality written materials in support of campaign work, such as campaign plans, technical comment letters, policy analyses, scientific literature reviews on park issues, action alerts, etc.
- Support authentic and reciprocal relationships with a diverse and effective set of allies along Mid- Atlantic River corridors and coastlines, including gateway area businesses, chambers of commerce, local elected officials, social justice organizations and other conservation organizations.
- Attend community meetings, conduct informational public forums, organize outdoor group experiences, and carry out other forms of community education and community building that promote and advance campaign goals related to sustainable local economies and ecosystem integrity.

#### **Policy and Advocacy for Coastal Park Resiliency: 40%**

- Research river corridor and coastal park issues and develop appropriate positions and courses of action. Be able to understand scientific and policy documents and how proposals impact national parks and their resources. Collaboratively draft position papers, public comments and briefings for staff and allies and formal submission on important issues.
- Build capacity for coastal resiliency of our national parks by supporting strategic partnerships with governmental agencies, NGO partners and scientific institutions.

#### **Communications and Administrative Support: 15%**

- Work with the Senior Director and Communications colleagues to develop press releases, advisories, and publications for public outreach and education. Cultivate relationships with and educate regional media representatives, including media outlets that primarily serve diverse audiences throughout the region.
- Produce summaries of program work and campaign milestones/achievements for NPCA supporters and internal stakeholders.

#### **Donor Relations: 5%**

- In collaboration with other relevant staff, support fundraising efforts by effectively communicating with donors, including Regional Council members, and maintain excellent existing relationships with funders for support of NPCA. Support the drafting of proposals and reports to foundations and major donors.

#### **Total 100%**

**Other:** Promotes policies that are sensitive to the needs of a diverse workforce. Respects employees regardless of their position or background. Participates in developing department goals, objectives, and systems. Participates in administrative staff meetings, organization-wide meetings, staff committee meetings, training programs, and attends other meetings and seminars as designated by the supervisor. Assists in evaluation of reports, decisions, and results of department in relation to

established goals. This job description in no way states or implies that these are the only duties to be performed by the employee in this position.

**Minimum Work Schedule:** 9:00 to 5:30, Monday – Friday (37.5 hours/week); will periodically require weekend and evening work. Significant local and state travel required for meetings and events, and some travel outside of the state. Compensatory time off for weekend work.

**Minimum Scope of Position:** Interacts with other Mid-Atlantic region staff, Government Affairs, Communications Team, Mid-Atlantic Leadership Council members (as directed by supervisor), and other organizational staff, external partners and stakeholders.

**Minimum Qualifications, Competencies, Skills, Education, and Traits:**

- 2-4 years' lived or work experience and/or bachelor's degree in a relevant field such as natural resources/environmental science, cultural resources, anthropology, political science or communications.
- Knowledge of coastal resiliency issues, state and federal water and land use policies and funding sources in the region is preferred.
- Proven ability to build relationships across political and interest boundaries and work well with a variety of individuals and organizations, and to build coalitions.
- Proven written and oral communications skills, including one on one, in groups, and in public presentations.
- Demonstrated ability to collaborate and work with multiple teams to organize tasks, set, and observe priorities, and maintain schedules. Ability to work independently.
- Ability to meet position's travel requirements
- Commitment to NPCA's mission, core values and NPCA's Justice, Equity, Diversity, and Inclusion ([JEDI Statement of Intentions](#)).

**Core Values**

Live, honor, and own the organization's Core Values:

**Core Values Mission Statement -**

The National Parks Conservation Association is committed to fostering a workplace of excellence to achieve our mission to protect and enhance national parks. Our Core Values of Commitment, Inclusion, Integrity, and Respect promote a diverse, ethical, and innovative culture and make NPCA an effective organization and a great place to work.

- **Commitment.** We are passionate about NPCA and dedicated to our work and mission. We seek to do our jobs effectively by taking opportunities for professional and personal development, and encouraging reasonable risk-taking and innovation.
- **Inclusion.** We value diversity of thought, background, experience, and opinion. We create a culture of empowerment by welcoming and encouraging meaningful participation from all people by promoting an environment that embraces different perspectives.
- **Integrity.** We hold ourselves accountable to each other, our members and partners, and our mission. We evaluate the impact of our work and strive for honesty and transparency across the organization. We operate ethically in the organization's best interests.

- **Respect.** We collaborate in results-oriented teams based on trust and consideration for each other. We promote harmony between our work and our personal lives. We foster a healthy and positive workplace culture and work collaboratively with external partners.

**Physical Effort and Dexterity:** While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**Physical Environment:** Remote or typical office setting; job requires significant travel and working in the field.

**Prepared by:** Ed Stierli, Senior Director, Mid-Atlantic Region

**Employer's Rights:** NPCA reserves the right to revise this position description at any time. This position description is not a contract for employment implied or otherwise, other than an "at will" relationship. Incumbent will be evaluated in part based upon the performance of the tasks listed in this position description.

**COVID-19:** Please be aware that NPCA requires all employees who are required to work onsite, whether regularly or sporadically to be vaccinated for COVID-19. This position will require the successful candidate to show proof of vaccination. NPCA is an equal opportunity employer and will provide reasonable accommodation to those individuals who are unable to be vaccinated consistent with federal, state, and local law. \*This does not apply to applicants residing in Montana, Tennessee, and Florida