



POSITION DESCRIPTION

POSITION TITLE:	BATS & WIND ENERGY NETWORK COORDINATOR
DEPARTMENT:	Bats & Wind Energy Program
FLSA STATUS:	Non-exempt, Full time
LOCATION:	Negotiable
CLOSING DATE:	Open Until Filled

[Bat Conservation International](#) (BCI) is seeking a highly motivated and qualified individual for a full-time position to join [BCI's Bats and Wind Energy Program](#). For the last 15 years, the Bats and Wind Energy Program has been at the forefront of research related to the development and dissemination of practical solutions to reduce or prevent turbine-caused bat fatalities. As part of the [Bats and Wind Energy Cooperative](#) (BWEC), this program has led and coordinated efforts to address BWEC established research priorities using a multi-stakeholder approach.

The selected candidate will be responsible for assisting with the coordination of the BWEC and associated working groups and partnerships. Help strengthen existing partnerships and expand and grow new partnerships with a diverse group of stakeholders, both domestic and internationally. Assist with communication and dissemination of BWEC activities and products. Support strategic planning efforts to increase effectiveness of the BWEC. Help with the facilitation and outreach of stakeholder group meetings and other related activities. Support existing stakeholder training, such as workshops, and identify new opportunities. Manage and promote outreach on various platforms, such as BWEC website, newsletters, etc.

Essential Functions:

The ideal candidate will have demonstrated experience and a passion in community engagement, network building, and/or outreach. They should have familiarity with bats and wind energy issues or similar stakeholder interactions, be exceptionally organized, and demonstrate ability to work across stakeholder groups. The candidate should have the ability to coordinate and engage diverse audiences and stakeholders, understand how to empower stakeholders to become actively engaged in the BWEC mission to develop and disseminate science-based solutions to reduce bat fatalities at wind turbines. Candidate should have exemplary communication and networking skills.

This position will be supervised by BCI's Director of Bats and Wind Energy Program. Most duties will be accomplished from a remote work site, which may include the candidate's home office, although travel will be required. Laptop, printer, and other essential equipment will be provided. Start date and salary will be based on the availability and qualifications of the selected candidate. BCI offers Medical/Dental/Vision/Life/AD&D/PTO/401k.

Major Responsibilities and Duties:

- Manage stakeholder and community trainings, tools, and resources and ensure they are effective.
- Expand BWEC's impact by identifying and promoting stakeholder involvement opportunities and increasing participation.
- Develop outreach events, programs, and materials (e.g. reports and summaries) to reach key constituents.
- Assist in the development of strategic plans, and associated outreach materials.
- Develop communication strategies and materials to promote BWEC and other related stakeholder or partner activities.
- Help with the development and facilitation of BWEC events, meetings, and workshops.
- Manage and promote outreach on various platforms, such as BWEC website, newsletters, etc.
- Represent BCI and BWEC at specific events, media interviews, committees and present to external audiences when needed.

Qualifications/Requirements:

- Bachelor's or Master's degree in a related field.
- Demonstrated familiarity/experience with bats and wind energy issues or similar stakeholder interactions.
- Demonstrated experience in community engagement, training or management that involves project planning and multi-stakeholder collaboration.
- Excellent written and oral communication skills with the ability to write quickly and accurately on deadline are a must. Experience in communicating scientific/technical information required.
- Demonstrated experience in facilitation and management of large diverse stakeholder groups.
- Demonstrated experience with strategic planning.
- Demonstrated experience managing various outreach platforms, such as website content, newsletters, etc.
- Demonstrated experience with conflict resolution or transformation strategies.
- Superb verbal and presentation proficiency; as well as effective planning, organization, time management, and multi-tasking skills.
- Enjoys team dynamics and demonstrates a participatory work-style and superior interpersonal skills.
- Superior organizational skills and ability to handle a multitude of tasks, including experience in adhering to deadlines.
- Exemplary emotional intelligence, with the ability to inspire staff members, donors and partners toward our mission.

Working Conditions & Physical Effort:

- Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
- Willingness to travel (current expectation is 10% travel) and occasionally on short notice. Travel includes scientific conferences, training workshops, promoting the program at meetings/conferences, annual staff retreats, and professional development activities.

Please send cover letter, resume, and contact information (including name, position, email and phone number) of 3 references to: Michael Schirmacher (mschirmacher@batcon.org). Electronic submissions only. Please put "Network Coordinator Bats and Wind Energy Program" in the subject line.

BAT CONSERVATION INTERNATIONAL IS AN EQUAL OPPORTUNITY EMPLOYER.