

POSITION DESCRIPTION

TITLE: Environmental Policy Specialist DIVISION: Environmental Policy
REPORTS TO: Director of Governmental Relations and Director of Natural Resources Policy
SALARY GRADE: (Contracted) \$32,000 annually plus benefits
FLSA:

PURPOSE:

The purpose of this position is to provide policy support for the Conservancy's work on growth management and natural resources issues affecting the Estero Bay Watershed. This would entail research and development of policy positions, as well as advocacy of such positions, to local, state and federal governmental decision-makers. Additionally, community outreach and grassroots organizing within affected communities is also central to this position. The Environmental Policy Specialist will report to the Director of Governmental Relations for growth management issues and the Director of Natural Resources Policy for the natural resources issues (time split to spend approximately 4 days on growth management and 1 day on natural resource policy per week).

QUALIFICATIONS:

- Strong commitment to the conservation of biodiversity, environmental quality, and natural resources.
- Strong training and experience in community outreach, growth management, land use planning, and conservation policy development.
- Bachelor's degree preferred in environmental policy planning or natural sciences, or work experience in the field of growth management, natural resources and GIS.
- Proficiency in GIS database research and environmental mapping.
- Demonstrated ability to work cooperatively with individuals of diverse interests and backgrounds.
- Excellent written and oral communication skills.
- Strong organizational and leadership abilities.
- Willing to work variable hours and to travel within the Southwest Florida counties covered by the Conservancy.
- Demonstrated ability to work cooperatively with individuals of diverse interests and backgrounds, including senior management, outside attorneys, business associates, and media.
- Knowledge of environment issues in Southwest Florida.

ESSENTIAL RESPONSIBILITIES:

1. Assist in providing technical review of applications of interest in the Estero Bay watershed: drafting recommended policy positions, educating County staff and decision makers on our position, as well as providing testimony at relevant public hearings and advocate as necessary to support the Conservancy's policy positions.
2. Monitor land use activities, including comprehensive plan amendments, mining applications and rezone permits, within the Density Reduction/Groundwater Resource (DR/GR) area of Lee County.
3. Provide research, analysis and GIS mapping support to the preparation of Conservancy comment letters to the state and federal agencies on the natural resource impacts of proposed projects within the Estero Bay watershed.
4. Participate in the Lee County Comprehensive Plan amendment process, including the Evaluation and Appraisal Report (EAR) based amendments, providing technical review, community education, public testimony and advocacy to County staff and elected officials.
5. Provide community outreach presentations on issues pertaining to planning and resource protection in South Lee County.
6. Attend and provide updates at relevant community meetings.
7. Monitor and participate in relevant planning and natural resource related issues within the Estero and Bonita Springs communities.
8. Represent the Conservancy at relevant government and civic meetings regarding conservation issues of interest to the Conservancy.
9. Comment and testify on behalf of the Conservancy at local public hearings when requested.
10. Assist in developing position statements on relevant issues.
11. Propose innovative public policy solutions to conservation problems of interest to the Conservancy.
12. Contribute to the "Eye on the Issues" newsletter when requested.
13. Provide public policy assistance to other agencies and organizations involved in growth management and research activities as requested.
14. Assist in GIS mapping as requested.
15. Maintain code of ethics and confidentiality of all donor records and Conservancy confidential information.

The above statements describe the general qualifications required to perform the job and the general nature and level of responsibilities—not a complete list of duties—additional duties may be assigned by management.