

Conservation Coordinator: Reptile & Amphibians – 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 IUCN Species Survival Commission have partnered to create the Global Center for Species Survival, operated from within the Indianapolis Zoo. The Global Center for Species Survival houses a multicultural team of full-time staff employed by the Indianapolis Zoo who are dedicated to support the missions of the Indianapolis Zoo and the SSC. Work will be primarily performed on-site at the Indianapolis Zoo Global Center for Species Survival office, but travel may be required.

The Global Center for Species Survival Staff Team provides 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 taxon or realm) comprise part of the Global Center for Species Survival Staff Team.

We are currently seeking a Conservation Coordinator: Reptiles and Amphibians to complete our team. This position is 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.

The Conservation Reptile and Amphibians Coordinator will focus on assessing, planning and mobilizing policy and action for reptile and amphibian conservation around the world.

Responsibilities of this position include:

Supporting Coordination of Reptile and Amphibians Specialist Groups

- Maintain and continue to build high quality relationships with each of the SSC Reptile and Amphibian Specialist Groups to assist with the delivery of their key objectives and identification of priority opportunities for reptile and amphibian conservation.
- With guidance from Chairs of the Reptile and Amphibian SGs, encourage and motivate the SSC Reptile and Amphibian Specialist Groups to advance global species conservation efforts around the SSC Species Conservation Cycle (Assess-Plan-Act), with a specific focus on the "Plan" and "Act".

- Communicate with SSC Reptile and Amphibian Groups and work within the SSC Data system and other IUCN portals to facilitate information recording and report development.
- Assist SGs with strategic proposals and launching projects/initiatives, coordinate and manage calls for action on specific species issues, coordinating behavior change campaigns (in collaboration with the Behavior Change Coordinator), and when possible, assist in species-specific IUCN Resolutions and Recommendations.
- Contribute to and review formal, programmatic and communication documents for the Specialist Groups and Zoo as required, including periodic outcome and planning reporting to the SSC for the annual SSC Data process.
- Ensure good communication and fosters collaboration and coordination between SSC Reptile and Amphibian Specialist Groups, the Global Center and wider Indianapolis Zoo, the SSC Chair's Office, the IUCN Global Species Program and key partners to ensure a cohesive and collegial approach in relation to all species related work.
- 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.
- Provide programmatic support to the SSC Chair's Office with regard to organizing meetings and supporting regular engagement between Chairs and SG Chairs.
- 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.
- Act, as appropriate, as a conduit between the SSC disciplinary Specialist Groups and the SSC Reptile and Amphibian Specialist Groups. In particular, support the SSC Conservation Planning Specialist Group by building active links with SSC Specialist Groups requiring conservation planning support.
- 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.

Strategically expanding, growing and diversifying the SSC network for reptile and amphibians:

- Work with the SSC Reptile and Amphibian specialist group chairs to identify gaps in expertise by taxa and/or region and guide proponents through the formal process with the SSC Chair's office for establishing new groups, review drafts, coordinate wider review and final sign-off with the Steering Committee.
- 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 the SSC Reptile and Amphibian Specialist Groups Chairs and Red List Authorities to improve diversity across SSC network in gender, nationality, ethnicity, age, disciplinary background, profession and other attributes that might enhance those groups' effectiveness.

Communication and Education

In partnership with the IZS Conservation Education Department, the IZS Communications Department and the SSC and GSP Communication Officer(s):

- Coordinate, implement and evaluate how the Global Center can engage with the public on issues relating to reptile and amphibian conservation, including locally through the zoo and globally through the development of resources, including social media communications, blogs and podcasts, graphics, and other emerging communication techniques.
- Assist in active and regular content development and acquirement by the Global Center including video, images, audio and other media types. Assist in the organization and management of these assets.

Internal Integration

- Ensure relevant strategic priorities and opportunities relating to reptile and amphibian conservation are communicated and appropriately integrated into the Indianapolis Zoo's conservation strategy through consultation with the Zoo's conservation committee and relating to selection of awardees of annual conservation grants, and as needed, involvement with the Indianapolis Prize.

Required education, skills, and professional work experience:

- Minimum Bachelor level degree in biology, ecology, zoology, natural resources management or related field.
- Broad knowledge of international biodiversity and conservation issues relating to reptiles and amphibians.

- Demonstrated experience and a good understanding of the practical aspects of biodiversity conservation actions, endangered species protections and policy especially relating reptiles and amphibians.
- 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 related 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.
- 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.
- Experience with administration including attention to detail and numerical ability

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 working conditions are common for this position:

1. This is a full-time, 40 hours per week, position. Some weekend or evening hours may apply due to position demands and meetings with international agencies.
2. Repetitive motion and exposure to office computer systems; must have the ability to operate a computer and other office productivity machinery such as but limited to, computer printer, scanner, copy machine, and calculator.
3. Predominantly indoor environmental conditions, although there is some exposure to outdoor environmental conditions, which include inclement weather, cold and hot temperatures, and humidity.
4. Must follow Universal Protection Precautions and Blood-borne Pathogens Guidelines. Possible exposure (Category C employee) to human blood-borne pathogens.
5. Ability to detect, assess, identify, and observe surroundings to make sound judgments, along with the ability to communicate verbally, comprehend and decipher information accurately, using a telephone.
6. Position requires the ability to move from one area to another frequently.

EMPLOYMENT AND APPLICATION INFORMATION:

Employment is contingent upon the successful completion of pre-employment testing including a criminal history and driving record check, and a drug test. **The Indianapolis Zoo is requiring all Zoo employees and volunteers to be Covid-19 vaccinated unless individuals require a medical or religious belief accommodation. If hired, vaccination must be completed prior to first working day or accommodation request must be approved prior to first working day.**

The Indianapolis Zoo offers a competitive benefits package to all eligible (full-time/ 40 hr./ week) employees. Benefits include Medical, Dental, Vision, and Life Insurance; 403(b) Retirement Plan, generous Paid Time Off (PTO), Immediate Paid Holidays, and a complimentary Zoo membership for employees.

To apply:

- Interested candidates must complete an online Zoo application by the **November 26, 2021** application deadline.
- To be eligible, applicants **MUST** include curriculum vitae, cover letter, and salary requirements.
- Please note, the Zoo reserves the right to remove this job posting at any time.

The Indianapolis Zoo is proud to be a Drug-Free/ Smoke-Free/ Child Safe/ Equal Opportunity Employer (EOE) Work Environment.