



Position: Planner for the Connectivity Initiative

Reports to and assists: Executive Director

Works remotely

Pay rate: \$20.00 per hour – up to 10 hours per week

Billed monthly via Excel invoice, consultant-relationship, no-employee benefits

Provide own Laptop with Microsoft Office and access to media and communications software (Adobe suite, PowerPoint, Zoom, Teams)

Scope of Work

In conjunction with specific program and grant requirements, perform planning duties in support of the Conservancy Wildlife Corridor Initiative and support of the WTMC mission.

Working directly with the WTMC Executive Director, Connectivity Program Manager and leadership team to implement the Wildlife Linkage Corridor concept. Coordinate with, and assist, each operational area responsible for ongoing interactions for the WTMC's general mission. Interface with working committees formed with WTMC board members and key alliances. This position has an opportunity to transition into a Program Manager position.

Expectations:

This position requires that incumbent be proficient in current technology including MS Office Suite, PowerPoint and online meeting tools. It is desirable that the applicant also be proficient in developing media presentations and communications materials. The individual must be self-directed and ensure that all necessary parties are included in communications as needed. This position requires knowledge and understanding of urban, transportation and open space planning concepts and strategies.

Planner Position:

This position will support the WTMCs [Connectivity Initiative](#). The Connectivity Initiative vision is to develop and implement a wildlife linkage that connects the White Tank Mountains to the federal lands to the west. The concept of the linkage has been finalized and the Connectivity Initiative is now focused on developing strategies that will forward implementation of the concept. The planner will work with the Program Manager of the Connectivity Initiative to support the implementation with the City of

Buckeye, developer stakeholders and agencies in the West Valley. This position requires a basic understanding of urban, conservation and open space planning principles and concepts

Responsibilities:

- Provide support in establishing and/or maintaining relationships with developer/stakeholders/land owners and agencies.
- Assist in developing a strategic work plan to forward the implementation of the Conceptual Wildlife Linkage.
- Organize stakeholder meetings with coalitions/committees/taskforces.
- Participate in the development of advocacy, outreach, and educate campaigns
- Interface with working committees formed with WTMC board members and key alliances
- Develop marketing & communication plans; funding & development needs; and signature events to support brand recognition and fundraising efforts for both short and long-term needs
- Complete funding requirements and reports as required by granting sources.
- Search and evaluate new funding opportunities and participate in application process and completion.
- Provide technology support such as setting up virtual meetings, power point presentations, Microsoft Office Suite programs. Maintain and grant permissions for software access.
- Assist with revising presentations and content for marketing materials, proof-reading, graphics etc.

Application Instructions

Applicants are encouraged to to review the White Tank Mountain Conservancy's website (<https://www.wtmconservancy.org/>) and specifically the Connectivity Initiative (<https://www.wtmconservancy.org/connectivity-initiative/story-map/>).

Please send a resume and cover letter to Program Manager Laurel Arndt at larndt@wtmconservancy.org.