



## Conservation Program Coordinator (Full-Time)

### General Description:

Save the Dunes Conservation Fund (Save the Dunes) is a non-profit environmental organization headquartered in Michigan City, serving the three counties of Northwest Indiana. Our mission is to protect and advocate for the Indiana Dunes, Lake Michigan, and the surrounding natural areas for the health and vitality of the environment and the people who live, work, and recreate in Northwest Indiana. For over 70 years, Save the Dunes has been a leading force in protecting the unique natural heritage of Northwest Indiana. As an official partner of Indiana Dunes National Park, we work to advance shared goals in land preservation, habitat restoration, and public access—ensuring the dunes are protected for future generations to enjoy. Save the Dunes protects the Indiana Dunes and surrounding natural areas from a variety of threats through our work in conservation, advocacy, and community engagement.

Our team is seeking a full-time Conservation Program Coordinator position to serve as the point person on our current portfolio of conservation projects, and to help shape and develop our conservation programs moving forward. Key duties include public outreach to inform conservation planning, managing and monitoring the organization's conservation easements and properties, and managing contracts and partner relationships to implement restoration, acquisition, and recreation projects. A major portion of this position's time will be dedicated to supporting a multi-partner regional project. The Coordinator will serve as a key administrative and logistical lead for this effort, ensuring successful implementation through partner communication, meeting facilitation, task tracking, and documentation management. This position reports directly to the Program Director. This is a term position lasting through February of 2028 with the possibility of extension.

### Responsibilities:

- Work in close collaboration with the Program Director to identify conservation opportunities and challenges to develop an organizational strategy around future conservation programs
- Lead project management for multi-year federal grants, including partner communications and coordination, preparing agendas and meeting notes, developing engagement materials, grant reporting, and tracking of project budget, timelines, deliverables, and metrics
- Lead inclusive community and stakeholder engagement across Northwest Indiana to support a regional planning project focused on nature-based solutions, resilience, and habitat connectivity
- Build strong relationships through one-on-one meetings, public events, tabling, and direct collaboration with municipalities, agencies, land managers, and communities
- Convene a diverse group of partners, ensuring productive collaboration, clear communication, and steady progress toward shared conservation goals and project milestones.
- Gather and synthesize input from diverse stakeholders to help co-create an adaptive, equity focused regional resilience plan, ensuring community voices are centered in project outcomes
- Produce accessible and engaging communication materials (e.g., surveys, presentations, fliers, online content) to support project engagement and outreach
- Coordinate contracts and help develop a recreation strategy for the East Branch of the Little Calumet River, working with partners to improve public access and stewardship along the waterway
- Manage Save the Dunes' conservation easements and owned properties, including annual monitoring, landowner relations, and coordination of restoration projects and volunteer stewardship days
- Support emerging conservation projects as assigned across a range of environmental topics and issue areas
- Other duties as assigned which may include, but not be limited to, general office tasks, attending and reporting on meetings, fundraising efforts, and networking events

**Compensation and Benefits:**

- Salary Range: \$43,000-\$45,000 to commensurate with experience and qualifications
- Medical benefits, paid vacation, and paid holidays provided; retirement benefits available after one year of employment

**Education and Experience:**

- Bachelor's Degree or equivalent experience preferred in environmental science or related field
- 1-3 years lived or worked experience in conservation related fields
- Preference for residents of Northwest Indiana with background working in environmental justice communities
- Experience with environmental issues affecting land, water, and air preferred

**Knowledge, Skills, and Abilities:**

- Understanding of Indiana dunes ecology and the environmental challenges of Northwest Indiana
- Demonstrated awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations. Experience engaging environmental justice communities or underrepresented groups in planning, outreach, or conservation work preferred
- Ability to effectively work on several projects at once, managing multiple concurrent tasks and deadlines and carrying out responsibilities independently to complete projects on-time and with accuracy
- Ability to coordinate complex projects involving multiple partners, data sources, and reporting requirements
- Demonstrated capacity to quickly assess needs, build relationships, and guide new projects from concept to successful implementation
- Detail-oriented with strong organizational, administrative, and record-keeping skills
- Ability to set aside personal political viewpoints and work towards bipartisan goals
- High proficiency with Microsoft Office Suite and other basic computer applications
- Excellent written and verbal communication skills, especially for a public audience
- Ability to identify and resolve issues and conflicts in a timely, calm, and professional manner

**Working Conditions and Physical Demands:**

- This position is full-time requiring 40 hours per week
- Typically, hours will be worked within normal business hours: Monday-Friday, 9:00am-5:00pm CST
- Evening and weekend work will be required. Flextime is available once training is complete
- Hybrid work model available with the option to partially work from home once training is complete
- Work involves exposure to outdoor elements, carrying equipment (30 lbs.), walking long distances, standing for long periods, and moving in varied outdoor terrain. Accommodations can be made
- Frequent travel to meetings and events across Lake, Porter, and LaPorte Counties
- Ascends and descends stairs daily

**Additional Requirements:**

- Access to a vehicle or reliable transportation. Valid Driver's license with good driving record
- Employment is contingent upon successful completion of E-Verify employment eligibility confirmation and a background check

Save the Dunes is committed to providing equal employment and advancement opportunities to all. Employment decisions are based on merit, qualifications, and abilities. We do not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, veteran status, or any other characteristic protected by law. We value diversity and encourage people from all backgrounds to apply.

Email resume and cover letter no later than Sunday, September 21, 2025 at 11:59pm Central Time to [Office@savedunes.org](mailto:Office@savedunes.org). Please use the subject line "Conservation Program Coordinator Application".