

Houston Parks Board

Conservation Program Specialist



The Organization

Houston Parks Board (HPB) expands, improves, and protects parks and greenspace in the Houston region. Since 1976, the 501(c)(3) nonprofit organization has utilized public-private partnerships and its extensive philanthropic, government, and community relationships to provide equitable access to quality parks and greenspace to the Greater Houston region.

Houston Parks Board has reached a major milestone with substantial completion of the boldest and most exciting capital project in its history: Bayou Greenways. This ambitious \$225M project significantly expands and enhances Houston's parks system, creating a continuous system within the city limits of 150 miles of linear parks and trails along Houston's bayous. In addition to leading the transformational Bayou Greenways initiative, Houston Parks Board cares for more than 3,300 acres of greenspace and supports park projects large and small.

For more information about Houston Parks Board and its high-impact work in the community, please visit houstonparksboard.org.

The Position

The Conservation Program Specialist, in tandem with the Conservation Manager, will coordinate the following activities within the Bayou Greenways Conservation and Maintenance program from grant and contract administration/management to program planning.

Main Responsibilities

- Integrate newly completed conservation areas (as applicable) into the program, including amendment of contractual agreements/monthly reports/invoices, and creation of GIS maps, etc.
- Create/review/authorize maintenance Requests for Proposals (RFP's) and Work Orders (WO's)
- Recommend changes to the existing maintenance contracts or creation of new maintenance contracts as needed
- Review monthly invoices/reports (prepared by the Conservation Technicians) for accuracy and prepare them for distribution/signatures
- Assist with bid preparation/evaluation of maintenance contracts
- Assist in annual maintenance budgets and year-end reports
- Assist in creation/updating of dashboards
- Other contract management, including coding, and contract invoice record management
- Assist with grant writing and reporting
- Review of Conservation Project Development checklist to ensure project information is current
- Monthly conservation site monitoring for quality assurance
- Assist with management of GIS tools, including troubleshooting and creation of new tools
- Both internal and external coordination of conservation volunteer activities, including corporate, community, and Green Team events
- Project coordination (i.e. scheduling, project definition) with partners such as American Youth Works and Student Conservation Association
- Facilitate positive communication and collaboration with HPB staff, all key stakeholders, government agencies (including Houston Parks and Recreation Department "HPARD", Harris County Precincts and Harris County Flood Control District "HCFCD"), project partners/volunteers and the public
- Assist with representing HPB on regional/city committees focusing on conservation/resiliency
- Capable of working effectively and independently with minimal guidance
- Work collaboratively in the field with other conservation staff, volunteers and contractors on conservation projects

Houston Parks Board

Conservation Program Specialist



- Other duties as assigned

Qualifications

Education:

- Bachelor's degree in landscape architecture, natural resources, ecology, forestry, resource management, biology, wildlife biology, urban planning with an emphasis on environmental design or related field, or equivalent experience in a related field; master's degree preferred

Knowledge and Experience:

- 3 or more years of experience managing natural resource management projects and programs
- Experience with technical aspects and best practices of habitat management
- Understanding of long-term implications of construction-related decisions and practices on future maintenance operations

Skills and Abilities:

- Excellent organizational skills with the ability to meet multiple deadlines with attention to detail, define problems, collect data, establish facts, and present viable solutions
- Good communicator, including clear, concise and accessible reports, correspondence, procedural manuals and verbal presentations
- Ability to work effectively with others to build mutual respect and solve problems
- Ability to efficiently respond to questions from staff, Board members, program partners, funders and members of the community
- Ability to effectively manage projects and project personnel, both volunteer and contractual
- Demonstrated ability to work independently
- Evidence of good judgment and decisiveness
- Ability to work creatively and resourcefully within a determined budget
- Proficiency with Microsoft Office Suite products, working knowledge of Geographic Information Systems (GIS), experience/working knowledge of GIS tools such as Survey123, ability to read and interpret landscape architectural plans

Work Environment:

- Primarily "in the field" along the greenway system, via company vehicle, with periods of office time for meetings, preparing reports, etc.
- Driving in the Houston area will be required
- Must have valid Driver's License

The salary range is between \$60,000 to \$65,000 with experience. HPB's benefits package includes medical, dental, vision and life insurance, and a 403b retirement plan. To apply for this position, email resume, cover letter and application (<https://houstonparksboard.org/about/careers>) to: marissallosa@houstonparksboard.org with "Conservation Program Specialist" in the subject line of your email.