

# Collaboration Hub Coordinator

## About the Organization:

The Central Arizona Conservation Alliance (CAZCA) is collaborative conservation initiative of Desert Botanical Garden, which facilitates an active partnership of more than 30 scientists, land managers, educators, community organizations, and conservation-based non-profits. CAZCA's mission is to catalyze and support a coordinated effort to sustain and grow a regional system of natural open spaces in Maricopa County. CAZCA works in four focal areas: 1) Research, 2) Restoration, 3) Outreach, and (4) Collaboration. We believe that we can only achieve landscape-scale conservation outcomes when we work together.

The primary focus of this position is CAZCA's Collaboration Hub which is CAZCA's a pilot initiative with the goal of improving data-sharing and cross-sector collaboration. The Collaboration Hub is based on Esri's ArcGIS Hub platform, and we have designed our hub to share the work of our partners, facilitate collaboration, and assist in information sharing.

**Location:** Remote (Work-from-Home)/Desert Botanical Garden

**Time Commitment:** Approximately 5-10 Hours Per Week, flexible depending on project needs

The Collaboration Hub Coordinator is responsible for assisting in the coordination and maintenance of the CAZCA Collaboration Hub, an open data, platform by Esri hosted on ArcGIS Online. With support from CAZCA staff, the Coordinator will be responsible for maintaining the several Hub Initiatives and initiative pages, facilitating communication among collaborating partners, specifically the chairs of the 3 CAZCA working groups to ensure Hub displays the most accurate data. The Coordinator will also assist and participate in meetings about the Collaboration Hub, notetaking during meetings. The Hub Coordinator will report to the CAZCA Program Director and the Engagement Coordinator.

## Responsibilities

The Hub Coordinator may be asked to perform some or all of the following duties:

- Assist CAZCA Engagement Coordinator in maintaining Hub initiative pages, calendars, and back-end community features.
- Maintain and support two-way communication with the chairs of the various CAZCA Working Groups to ensure accurate information and data is found in each of their respective pages in the Hub.
- Update, revise and create Collaboration Hub initiatives or individual pages as necessary.
- Solicit CAZCA staff and Steering Committee feedback on meeting agenda items, and organize those items into cohesive meeting agendas.
- Assist, be present at and take notes during meetings related to Collaboration Hub activities.
- Track related partner request, events, and activities related to the different Working Groups, collate brief reports on activities month-to-month, and disseminate with CAZCA staff.

## **Experience & Skills**

- Bachelor's Degree or equivalent work experience required
- Demonstrated experience with ArcGIS Online, or other Esri products
- Ability to use of ArcGIS Hub and Esri tutorial and documentation
- Some experience or knowledge of ArcGIS Online Hub preferred
- HTML and CSS experience
- Demonstrates the ability and eagerness to develop processes
- Capable of working in a setting with few established processes
- Ability to work independently and as a member of a team

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