

Desert Defenders Liaison

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 collaborative Desert Defenders program, which is run in partnership with Arizona Sustainability Alliance, Maricopa County Parks and Rec, McDowell Sonoran Conservancy, and White Tank Mountains Conservancy. Desert Defenders is a region-wide program focused on the management and study of invasive plant species, as well as public outreach. Learn more: <https://cazca.org/project/desert-defenders/>

Location: Remote/Desert Botanical Garden

Time Commitment: Approximately 5-10 hours per week depending on project needs

Position Description and Overview:

The Desert Defenders Liaison is responsible for assisting in the coordination and organization of the Desert Defenders program. The Liaison will be responsible for facilitating communication among the collaborating Desert Defenders partners and the leadership team. The Liaison will also assist in preparing leadership team meeting agendas, and notetaking during meetings. Finally, the Desert Defenders Liaison will assist in organizing and facilitating Desert Defenders events and trainings throughout the Phoenix-metro region. The Desert Defenders Liaison will report to the CAZCA Program Director and the Desert Defenders Leadership team.

Responsibilities

The Desert Defender Liaison may be asked to perform some or all of the following duties:

- Maintain communication among the Desert Defenders Leadership team and other project partners.
- Solicit leadership team feedback on meeting agenda items, and organize those items into cohesive meeting agendas.
- Assist with the facilitation of Desert Defenders leadership meetings and take notes for the minutes of the meetings to be distributed among leadership members.
- Support the organization and planning for Desert Defender events and training days; be present during events and trainings in order to assist with the facilitation of both digital and in-person gatherings.
- Assist CAZCA Engagement Coordinator in creating and disseminating program collateral and resources to the leadership team and other partners.

- Track related partner activities related to invasive species mapping and removal, collate brief reports on activities month-to-month, and disseminate among the leadership team and other partners.

Experience & Skills

- Bachelor's Degree or equivalent work experience required
- Strong interpersonal and relationship building skills
- 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
- Experience in scheduling or coordinating events

To apply for this volunteer opportunity **email your resume and a short cover letter about your interest in this volunteer position to cazca@dbg.org.**

Desired Skills and Experience

This position requires the following skills: Group Facilitation, Verbal / Written Communication, Strong Organizational Skills