



POSITION: Conservation Coordinator
REPORTS TO: Conservation Program Manager
LOCATION: Bend, OR
CLASSIFICATION: Full-time, FLSA exempt

Oregon Natural Desert Association (ONDA) is a nonprofit conservation organization with a mission to protect, defend and restore Oregon's high desert. With offices in Bend and Portland, Oregon, we represent more than 25,000 members and supporters around the state and across the country advocating for conservation and restoration of more than 12 million acres of high desert public lands in central and eastern Oregon. This includes iconic regions like the Owyhee Canyonlands, Steens Mountain, the John Day River and the Greater Hart-Sheldon. Our work requires close collaboration and partnership with local communities, Tribal Nations, elected officials and a wide array of nonprofit partners. Read more at www.ONDA.org.

POSITION DESCRIPTION

The Conservation Coordinator supports ONDA's work in local, state and federal conservation advocacy and land use planning and policy to benefit public lands, fish and wildlife conservation. The Coordinator tracks developments in public lands policy, engages in commenting and analyses of proposals affecting the use and management of public lands, conducts background research, and communicates to ONDA's constituencies on a variety of topics related to the conservation and management of high desert lands, waters and wildlife.

Conservation Planning, Policy and Advocacy (80%)

- Support implementation of ONDA's conservation campaigns and initiatives by gathering information, conducting research and drafting public comments, policy briefs, and factsheets
- Track and coordinate ONDA's involvement in federal, state and local land use and resource planning and policymaking, organizing staff and collaborating with partners to prepare comments, develop analysis and mapping, and produce related materials
- Develop and maintain relationships with state and federal agencies, tribes, community organizations, and others to achieve conservation outcomes
- Coordinate with staff, supporters, partners and stakeholders to develop a shared understanding and approach to public lands and wilderness conservation planning and policy in eastern Oregon
- Support ONDA's legislative and administrative conservation campaigns to secure protections for wildlife, public lands and waters
- Research, analyze and report on topics related to all aspects of ONDA's conservation mission
- Support interns and volunteers as part of the Conservation program to achieve program priorities
- Support communications including print, web, social media and other to promote conservation campaigns and initiatives

Travel (10%)

- Represent ONDA at conferences, meetings and events on public lands management and strengthen relationships and support for desert conservation
- Organize and lead field tours, events and/or activities in the high desert to educate and generate campaign support from members, supporters, partners and/or the public

Fundraising, Administration, Other (10%)

- Assist in preparing grant applications and reports and related materials for foundations, donors and supporters
- Track and report on grant, project and program deliverables
- Perform other duties as assigned

SKILLS AND QUALIFICATIONS

Initial applicant screening will select for those candidates that meet the following minimum qualifications:

- A demonstrated passion for ONDA's conservation mission
- A bachelor's degree or equivalent experience in environmental science, conservation, wildlife biology, environmental policy or a related natural resources field
- Familiarity with Oregon's desert and/or western public lands, including policies, management, issues, needs, challenges and/or communities
- Strong collaborative spirit and desire to work with other staff, partner organizations and the community.
- Excellent written and verbal communications skills
- Commitment to diversity, equity, inclusion, and justice principles
- Strong attention to detail and organization
- Proficiency in Microsoft Office
- A valid driver's license

Following initial screening, subsequent steps in the selection process will prioritize candidates based on the degree to which they meet or exceed these minimum qualifications and possess the skills, aptitudes, experience and qualifications required to excel in the position.

COMPENSATION AND BENEFITS

ONDA offers an engaging and interactive work environment with 14 fellow staff. The starting annual salary range is \$53,000 to \$65,000 per year, with the actual salary within the range determined based on experience. ONDA provides a hybrid office-home work environment (i.e., 3 days/week in the Bend office, 2 days/week work from home) and full benefits package including 95% paid premiums for medical, dental and vision insurance, a 403b retirement program with 5% employer match, 12 paid holidays/year, 15 paid vacation days/year to start with increases over time, 12 paid sick days/year, and an 8-week sabbatical every 6 years. Company vehicles are provided for travel.

TO APPLY

ONDA uses an anonymous applicant screening process to ensure objective applicant evaluation. To facilitate this review, please submit your application via email including two separate attachments as follows in .doc or .pdf:

- 1) Attachment #1: A single page that includes your name, address, email and phone number. Do not include this identifying information anywhere else in your attachments.
- 2) Attachment #2: A cover letter (without your name) describing your qualifications and interest in the position, resume (without your name), and the names and contact information for three references. This information should be combined into a single file.

Please submit these application materials to conservation@onda.org no later than **5:00 p.m. Pacific Time on Friday May 15, 2026**.

ONDA IS AN EQUAL OPPORTUNITY EMPLOYER

ONDA is committed to diversity, equity and inclusion and seeks to create an inclusive environment for all volunteers, partners, collaborators and employees. Our commitment to diversity includes the recognition that our mission is best advanced by the leadership and contributions of people of diverse backgrounds, beliefs and cultures. We strongly encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law. Please review our commitment to fostering diversity, equity, inclusion and justice in environmental conservation at www.ONDA.org/justice.