
Wildlife Conservation Coordinator

Schedule: This is a full-time, year-round position with a non-traditional work schedule of Tuesday through Saturday, including occasional evenings, holidays, and weekends as needed.

Compensation: Hourly, non-exempt position with a starting pay range of \$20-\$23 per hour, based on experience. Includes 80 hours of paid time off, 5 days of sick leave, and holiday pay.

POSITION SUMMARY:

Lake Tahoe Wildlife Care (LTWC) is seeking a Wildlife Conservation Coordinator to lead wildlife conflict mitigation efforts, implement humane exclusion services, and assist in overseeing on-site facility maintenance and conservation outreach. This hybrid role alternates between fieldwork focused on wildlife exclusion and mitigation, and hands-on facility projects such as renovations and enclosure upkeep. The coordinator will also play a key role in rescues and reneating efforts.

Responsibilities include meeting with homeowners and businesses to resolve human-wildlife conflicts using humane exclusion methods, maintaining LTWC's enclosures, ensuring regulatory compliance, coordinating with vendors, and managing bids and invoices. This hands-on position requires construction, problem-solving, exceptional customer service and logistical coordination to support LTWC's wildlife conservation efforts. This role reports directly to the Business Manager and works closely with the Leadership Team.

WHO WE ARE:

LTWC is a 501(c)(3) tax-exempt organization whose mission is to rescue, rehabilitate and release orphaned and injured wild birds and mammals. LTWC operates under permits issued by California Fish & Wildlife and the United States Department of the Interior Fish & Wildlife Service. Our 27-acre location includes multiple wildlife enclosures and a new multi-purpose administration and animal care hospital building.

PRIMARY RESPONSIBILITIES:

Humane Wildlife Exclusion & Conservation Services:

- Respond to wildlife conflict mitigation requests, conducting property inspections and implementing humane exclusion solutions for species like raccoons, skunks, opossums, and coyotes.
- Install custom wildlife exclusion systems, including barriers, deterrents, and habitat modifications to prevent reentry.
- Use camera monitoring and site assessments to confirm animal behavior before securing entry points.
- Build and install nest boxes to support wildlife conservation efforts.
- Respond to calls for wildlife exclusion assistance, providing expert advice on how to humanely prevent wildlife from accessing homes and businesses.
- Assist with reuniting and reneating orphaned wildlife patients to maximize positive outcomes.
- Educate clients on long-term prevention strategies, such as habitat modifications, securing food sources, and proper waste management.
- Provide customer service to clients, handling questions and concerns about wildlife exclusion processes.
- Assist with wildlife rescues, transport, and safe handling of injured or orphaned animals.
- Provide educational outreach to clients and communities on the importance of humane wildlife exclusion.

- Assist in developing wildlife-friendly property management guides for homeowners and businesses.
- Support education and outreach efforts during slower seasons, including public workshops and informational programs.
- Lead efforts to plant native habitats and help local communities build wildlife-friendly gardens, promoting biodiversity and sustainable land practices.

Facility Support & Maintenance:

- Provide hands-on support for wildlife rehabilitation and education facilities, ensuring that all enclosures and structures are safe, secure, and meet the needs of wildlife.
- Assist with routine maintenance tasks including repairs, construction, and general upkeep of animal enclosures, educational spaces, and other facilities.
- Coordinate with the team to address urgent maintenance needs for enclosures and buildings used for wildlife education, rehab, and ambassador care.
- Manage materials and tools for facility improvements, ensuring proper organization and care for all resources.
- Help develop and implement facility improvement projects, enhancing the infrastructure that supports wildlife education and rehabilitation.

Other Duties as Assigned:

- Manage bids, invoices, and vendor coordination for exclusion projects.
- Provide training and lead volunteers on wildlife conflict mitigation and facility upkeep.
- Research and engage potential partners for referrals and collaborations.
- Maintain records of wildlife conflict mitigation and facility service requests
- Maintain detailed records of inspections, exclusion work, and follow-up visits, ensuring compliance with local wildlife laws.
- Stay informed on changes to wildlife protection laws, ensuring all activities align with local and federal regulations.
- Other duties as needed

Required Qualifications:

- 2+ years of construction, handyman services, landscaping, pest control, or related experience
- Ability to work in confined spaces, at heights (e.g., attics, roofs), and outdoors in various weather conditions.
- Comfortable working with animals, including knowledge of animal restraint techniques and handling rabies vector species.
- Ability to obtain Wildlife Control Operator certification and rabies vaccination
- Proficient in tool use for exclusion work (caulking guns, ladders, drills, etc.) and basic carpentry.
- Valid driver's license and reliable transportation required
- Enjoy working outdoors and are comfortable with hands-on tasks, including getting dirty.
- Excellent customer service skills with the ability to educate the public on wildlife conflict prevention and conservation efforts.
- Motivated and energetic with a "yes" approach to customer service
- Fluent in speaking and writing English.
- Flexible, resilient, and able to handle challenges calmly and persistently.
- Excellent communication skills, strong work ethic, and keen attention to detail.

Preferred Qualifications:

- Certification in wildlife control or exclusion (e.g., NWCOA certification).
- Experience working with wildlife rehabilitation centers or conservation organizations.
- Knowledge of state and federal wildlife regulations and compliance standards.
- Knowledge of native plants and land stewardship practices.
- Familiarity with animal behavior across a variety of species.
- Experience with public speaking and engaging with the public.
- Bilingual skills (English/Spanish) are a plus.

Physical Demands: The physical demands required to perform the essential functions of this job include the ability to:

- Ability to lift and carry up to 50 pounds regularly and up to 75 pounds occasionally.
- Capable of working in various outdoor environments, including exposure to extreme weather conditions (hot, cold, rain, etc.).
- Ability to kneel, squat, crouch, bend, and climb
- Comfortable with standing and walking for extended periods, sometimes on uneven terrain.
- Ability to perform manual labor, including the use of hand and power tools, and lifting materials for construction and maintenance tasks.
- Good physical stamina to handle the physical demands of wildlife management tasks and facility maintenance.
- Ability to work in environments with potential exposure to animal dander, pollen, and other environmental allergens.
- The role may involve exposure to dust, chemicals, or strong odors

HOW TO APPLY:

Applications will be reviewed on a rolling basis with priority given to those submitted by April 5th, 2025. ***The position will remain open until filled.*** Please apply via our [online application form](#). Contact Aaron@ltwc.org with any questions.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We encourage you to apply, even if you don't believe you meet every one of our qualifications described.

Equal Opportunity Employer: We are an equal opportunity employer and value diversity in our organization. We do not discriminate on the basis of race, religion, color, national origin, sex, gender, gender expression, sexual orientation, age, marital status, veteran status, or disability status.