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## Wildlife Conservation Coordinator

**Schedule:** This is a full-time, year-round position with a non-traditional work schedule of Wednesday through Sunday, 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 human-wildlife conflict mitigation efforts, implement humane exclusion services, and support on-site facility maintenance and conservation projects. This hybrid role combines fieldwork, including resolving wildlife conflicts with homeowners and businesses and assisting with rescues and renesting efforts, with hands-on facility tasks such as enclosure upkeep, renovations, and property maintenance.

The position requires construction skills, problem-solving, exceptional customer service, and logistical coordination to ensure safe and effective wildlife management. The coordinator will also manage vendor coordination, bids, and invoices, while ensuring regulatory compliance. This role reports directly to the Business Manager and works closely with the Leadership Team. During slower periods, the position focuses on facility maintenance and seasonal tasks, including snow removal during winter months.

### 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, including performing handyman-level repairs to secure entry points.
- 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 renesting 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.
- Evaluate any damage caused to property from wildlife and communicate findings to the property owner

- 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.
- Travel as needed; this role may require driving up to 1.5 hours for service calls

#### **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.
- Help maintain the facility through weekend snow removal in the winter season

#### **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 assigned

#### **Required Qualifications:**

- Minimum of 2 years of experience in construction, handyman services, landscaping, pest control, or related fields (**applicants who do not demonstrate this experience on their resume will not be considered**)
- 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 restraint techniques and handling rabies vector species
- Ability and willingness to obtain Wildlife Control Operator certification
- Willingness to receive pre-exposure rabies vaccination (required)
- Proficient with tools for exclusion work, including ladders, saws, drills, snips, caulking guns, and basic carpentry

- Valid driver's license and reliable transportation required
- Enjoys hands-on, outdoor work, including physically demanding tasks
- Strong customer service skills with the ability to educate the public on wildlife conflict prevention and conservation
- Motivated, energetic, flexible, and solution-oriented
- Fluent in spoken and written English
- Excellent communication, attention to detail, and professional work ethic

**Preferred Qualifications:**

- Certification in wildlife control or exclusion (e.g., NWCOA)
- Experience working in wildlife rehabilitation centers
- Knowledge of state and federal wildlife regulations and compliance standards
- Understanding of native plants and land stewardship practices
- Familiarity with animal behavior across a variety of species
- Knowledge of construction practices and materials, particularly in the Tahoe region, with the ability to provide referrals to licensed contractors
- Experience with public speaking and engaging with the community
- 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:

- Lift and carry up to 50 pounds regularly and up to 75 pounds occasionally
- Work outdoors in a variety of environments and weather conditions, including heat, cold, rain, and snow
- Kneel, squat, crouch, bend, and climb
- Stand and walk for extended periods, sometimes on uneven terrain
- Perform manual labor, including the use of hand and power tools, and lifting materials for construction and maintenance tasks
- Maintain physical stamina to handle the demands of wildlife management, facility maintenance, and conservation work
- Work in environments with potential exposure to animal dander, pollen, dust, chemicals, and strong odors

**HOW TO APPLY:**

**Applications will be reviewed on a rolling basis** with priority given to those submitted by February 1st, 2026.

**The position will remain open until filled.** Please apply via our [online application form](#). Contact [Aaron@ltwc.org](mailto:Aaron@ltwc.org) with any questions. **Applicants must have the required facilities experience and be willing to obtain a pre-exposure rabies vaccine. Applications missing these qualifications will not be considered.**

*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.*