

Society for Conservation Biology North America is hiring a Director of Operations

This is a great opportunity for someone who wants to have impact in strengthening the community of conservation scientists and practitioners in North America. In addition to ensuring the success of the NACCB conferences, the DO manages the daily operation of the Society for Conservation Biology North America (SCBNA). The DO works with the SCBNA board and volunteers to further our mission to advance the scientific study and conservation of biological diversity. Essential functions and responsibilities include administrative, finance, conference management, governance, and outreach duties. SCBNA is a non-profit organization incorporated in 2016, representing conservation professionals in North America. SCBNA is an affiliate and regional section of the global Society for Conservation Biology and a founding member of the Diversity Joint Venture to increase diversity in the conservation field.

The DO is primarily responsible for SCBNA's administrative support and information management. The DO supports the board of SCBNA, particularly the President and Treasurer, in their work, and reports to the Board via the Executive Committee. Currently, the DO is the sole SCBNA employee, although additional staff are anticipated as the organization grows. Therefore, the position allows substantial scope for individual initiative, but also requires a high level of self-directed organizational skills, and a willingness to work within existing organizational mandates and to collaborate with a wide variety of individuals involved in SCBNA. SCBNA is committed to increasing equity, inclusion, and diversity both within the conservation field and in conservation efforts. A strong commitment to equity and inclusion and to advancing the field of conservation science is required for this position. Familiarity with the Society for Conservation Biology is highly desirable. The SCBNA DO works remotely from home or a co-working facility of their choosing, but must be based in the US. The full job description is available [here](#). We will begin review of applications on February 15, 2019 and will continue accepting applications until the position is filled.