



Creating opportunities to discover, understand, and enjoy your public lands

Job Title: Go Mt Charleston Site Operations Manager

Status: Full Time, Exempt (40 hours per week, weekend availability required)

Reports To: Executive Director

Location: Primary reporting location is Spring Mountain National Recreation Area

To apply: Email cover letter and resume to recruitment@snconservancy.org

About the Organization

SNC operates a complex organization with a \$3 million-dollar annual budget and over fifty staff members. The organization provides opportunities to discover, understand, and enjoy your public lands. SNC is a partner that supports the U.S. Bureau of Land Management, U.S. Fish and Wildlife Service, and the U.S. Forest Service. Originally established in 1988 as the Red Rock Canyon Interpretive Association, SNC provides interpretive and educational programs, and develops related projects to enhance the visitor experience on federal public lands. This includes Red Rock Canyon National Conservation Area, California Trail Interpretive Center, Spring Mountains National Recreation Area, and the Desert National Wildlife Refuge. For additional information, please visit our website at Southernnevadaconservancy.org.

Job Summary

Go Mt Charleston is seeking a highly motivated and skilled Site Operations Manager to oversee and manage various programs and services that support a positive visitor experience at Mt Charleston. The Site Manager will be responsible for managing budgets and federal agreements, overseeing educational and volunteer programs, cultivate and maintain community partnerships, seek and manage area-specific grant and donor funds, and other priorities of both Southern Nevada Conservancy and the USDA Forest Service. The position will require effective communication, strong team leadership, and collaboration with a diverse set of stakeholders.

Essential Duties and Responsibilities

- In collaboration with the SNC Executive Director, the USDA Forest Service (USFS) and other stakeholders, identify and prioritize key initiatives that support the National Forest priorities
- Collaborate with USFS staff to plan and execute agreements, modifications, and special projects
- Provide strong leadership and model positive workplace culture for staff and volunteers
- Serve as SNC's primary point of contact for USFS day-to-day operations



- Research and propose projects, modifications, funding streams that support the SMNRA and are in line with agency goals
- Work with Retail Director to support retail services at Spring Mountains Visitor Gateway
- Work with Program Manager to develop and implement educational programs, events, and activities that support the SMNRA
- Work with Volunteer Coordinator to support the Go Mt Charleston Volunteer Programs, building up volunteers, partners, and community organizations to engage and support volunteer efforts
- Develop and maintain positive relationships with the local community, stakeholders, and partners to support the organization's objectives
- Manage budgets, schedules, and resources to ensure that programs and services are delivered effectively and efficiently
- Provide consistent communication and regular reports to internal and external stakeholders
- In collaboration with the Communications Director share social marketing messaging with the community and visitors

Requirements, Qualifications and Education

- Bachelor's Degree in a related field (e.g., science, environmental education, hospitality, parks/recreation, business, general education), or a combination of four years or more of experience and education
- At least 4 years of management experience, preferably in related field (retail management, educational programming, or volunteer management)
- At least 2 years of multi-disciplinary teams management experience
- Must have a driver's license and pass a Federal Background check
- Excellent verbal communication, and the ability to convey information clearly and effectively
- Strong communication and interpersonal skills with a proven ability to work in a diverse and collaborative environment
- Demonstrated experience in team leadership and building effective relationships with stakeholders
- Knowledge of the Spring Mountains, Las Vegas area public lands, and outdoor recreation industry is a plus
- Multi-lingual speaker a plus
- Basic photography and video recording ability a plus
- Strong computer skills including Microsoft Office.



- Ability to spend long periods outdoors including standing, hiking, and moving over uneven terrain at high elevation, and ability to lift and maneuver supplies up to 50 pounds
- Reasonable accommodations will be available to enable individuals with disabilities to perform essential functions.

Diversity, Equity, Inclusion Statement

Southern Nevada Conservancy (SNC) recognizes that public lands belong to all, and we are proud to be an Equal Opportunity Employer. SNC is committed to providing a workplace where a diverse mix of talented people are able to shine and support the broad scope of work we perform to help all members of the public to discover, understand, and enjoy our public lands. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, sex (including pregnancy), gender (including gender identity or expression, sexual orientation, marital status), national origin, ancestry, genetics, physical or mental disability, age, veteran status, or any other characteristic protected under applicable federal, state, or local law.

Salary & Benefits

- \$68,000 annually
- Employer paid health benefits including dental & vision
- Short term disability & life insurance
- 401k retirement plan with 3% match
- Holiday and Personal Time Off

To apply, please send a resume and cover letter to recruitment@snconservancy.org.