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### **Pollinator Partnership Conservation Program Associate**

**Location: Midwest (Preferably NE Ohio, but the position is remote, and location is flexible)**

**Application Deadline:** Review of applications will begin on **July 5th** and will continue until a suitable candidate is identified.

**Anticipated Start Date:** July/August 2024

**Pollinator Partnership (P2)** is looking for an experienced and passionate professional who possesses the skills to provide P2 project managers with technical and administrative assistance for conservation programs across the United States. The Conservation Program Associate (CPA) will provide programmatic support to P2's Co-Director of Agricultural Programs, helping with a variety of tasks and communications relating to P2's Natural Resources Conservation Service (NRCS) agreements as well as other programs and relationships (approximately 50% FTE). The CPA will also assist with Project Wingspan (approximately 25% FTE) and other P2 programs (approximately 25% FTE). This candidate should be a detailed and team-oriented professional, have a strong work ethic, and be committed to the mission and values of P2 and NRCS.

#### **Principal Responsibilities and Tasks:**

The Conservation Program Associate is responsible for the following duties and others as assigned:

- Gain familiarity with, and provide support to, P2 conservation programs and resources.
- Work with and report to Co-Director of Agricultural Programs (50%), PW Manager (25%) and other program managers on a program-specific basis (25%).
- Assist with the coordination of multiple large, multi-year grant programs (assist with deliverable and budget tracking, data input and management, grant and report writing, scheduling and note taking for meetings, volunteer recruitment and volunteer management, and other duties).
- Assist P2 staff in the creation, review, and/or editing of education and outreach material such as videos, stories, blogs, social media, newsletters, presentations, and other media.
- Coordinate and routinely communicate with P2 colleagues, volunteers, key partners, and others regarding project activities, resources, needs, and status updates through staff, project planning, check-in, and other meetings and email correspondence.
- Utilize existing P2 program contacts and help develop new relationships with stakeholders in support of P2's various conservation programs.
- Develop promotional materials and templates for programs.
- Assist with website content creation and updates.
- Occasionally represent P2 at in-person and virtual conferences, workshops, meetings, planting days, and other types of outreach.
- Assist with other programs as requested.

#### **Required Knowledge, Skills, and Abilities:**

The Conservation Program Associate should possess the following minimum qualifications:

- Proficiency with Microsoft and Google Office Suite (Excel, Word, PowerPoint, Outlook, etc.).
- Experience creating, editing, and disseminating videos and outreach materials through programs such as Adobe, Canva, and MailChimp.
- Strong organizational skills, time management, and attention to detail, with demonstrated ability to manage demanding workloads.



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- Ability to work independently with little supervision and with diverse clientele. Must be a motivated self-starter with strong interpersonal skills.
- Ability to build trust and communicate clearly and effectively through written and verbal methods with volunteers, colleagues, and partners.
- Knowledge of the ecology of bees, butterflies, and other pollinators.
- Bachelor's Degree in Botany, Entomology, Plant Sciences, Environmental Science, Natural Resource Management, or equivalent professional experience.
- Valid driver's license required; occasional use of personal vehicle required with a mileage reimbursement provided.
- As a remote employee, individuals will need computer access and a workspace.

**Preferred Knowledge, Skills, and Abilities:**

- Experience with volunteer and project management.
- Practical and/or professional experience in farming and agricultural disciplines is highly beneficial.
- Knowledge of wildlife ecology, grassland, wetland, and early succession plant identification and habitat management.
- Development, fundraising, and grant writing experience.
- Familiarity with Farm Bill and other cost-share programs.
- Bilingual (Spanish, English).

**Working Conditions and Technical/Physical Requirements:**

- Must have the ability to input data, read computer screens and printed material, communicate effectively in-person, via phone, videoconferencing and e-mail, and operate office equipment.
- Ability and willingness to work varied or extended hours as needed, and travel occasionally on behalf of P2.
- Primarily sedentary work, but also requires standing, walking, stooping or crouching, kneeling, reaching, pushing, grasping, lifting, feeling, hearing, and talking.

**Schedule, Compensation, and Benefits:** Full-time, salaried, exempt position, scheduled to work ~40 hours/week with some scheduling flexibility. Beginning salary range \$46,000-\$50,000, commensurate with experience. All approved travel and authorized project related purchases at cost will be reimbursed. This position includes a generous benefits package: twelve paid holidays, paid time off, fully paid health, vision, life, and dental insurance, option to participate in a retirement program, and a flexible work environment.

**Terms:** Pollinator Partnership is an at-will employer. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

**How to Apply:** Interested candidates should combine their cover letter, resume, and 3 references into one PDF using the following naming convention "Last Name\_First Name – Conservation\_Program\_Associate" and apply by filling out the form at this link: <https://form.jotform.com/241584152818157>. Review of applications will begin on **July 5th** and will continue until a suitable candidate is identified.