From: Kelly Rourke <kr@pollinator.org>
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Subject: [Pollinator] Job Opportunity - Pollinator State Coordinator (AR, IL, MN, WI)

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**Project Wingspan: Expansion and Connectivity:** Part-Time State Coordinator

Deadline to apply: January 10, 2020

See full job announcement online at [https://www.pollinator.org/careers#pwec](https://www.pollinator.org/careers#pwec)

**PWEC State Coordinator (AR, IL, MN, WI)**

*Note: One individual will be hired for each state – 4 positions total

Pollinator Partnership (P2) seeks to hire motivated and detail-oriented individuals in Arkansas, Illinois, Minnesota, and Wisconsin. The State Coordinators will provide programmatic support for *Project Wingspan: Expansion and Connectivity (PWEC)*, a collaborative pollinator habitat initiative with numerous partners across a 10 state region. PW is a multi-component project to address the alarming decline in pollinators and the fragmentation of habitat through seed collection, technical training, enhancing and securing long-term habitat. This project is an expansion of *Project Wingspan: Landscape Enhancement for Imperiled Pollinators of the Midwest (PW)* ([https://www.pollinator.org/wingspan](https://www.pollinator.org/wingspan)), and part of Pollinator Partnership’s wider Monarch Wings Across America program.

**Primary Duties and Responsibilities**

This position is primarily office based and requires computer and internet access. The State Coordinators are responsible for the following duties and others as assigned:

- Work with and report to project leads
• Collaborate with partners and project leads to develop and manage the temporary seed collection network in their state

• Assist project lead in planning and leading 1 in-person volunteer training workshop

• Promote seed collection training and volunteer opportunities and

• Identify, assemble, and track seed collection teams

• Assist team leads identify collection sites and to obtain permits for collection events

• Communicate with team leads on all matters related to seed collection, (events, shipments, etc.)

• Assist with distribution of plant materials their state

• Assist program leads in tracking pollinator habitat resources across the project state

• Manage time efficiently and work independently

  • Organize and manage travel within a set budget

**Personal and Professional Qualifications**

The State Coordinators should possess the following minimum qualifications:

• Degree in natural resource management, biology, botany, ecology or related field

  • Experience in conservation partnerships, pollinator habitat restoration, volunteer management, and technical training highly preferred

• Excellent interpersonal skills

• Strong planning and implementation skills

  • Excellent written and oral communication skills and ability to communicate directly with volunteers and landowners

• Dependable, well-organized, and detail-oriented
• Should be comfortable working outside, willing and able to work across various habitat settings

• Computer literate (MS Office programs)

• Occasional, multi-day travel may be required

• Valid driver’s license and clean driving record

• As a remote employee, individuals will need computer access and a work-space

About Pollinator Partnership
Pollinator Partnership (P2) is a not-for-profit organization whose mission is to protect and restore populations of pollinator species. As world’s largest organization devoted exclusively to the preservation of the birds, bees, butterflies, beetles, and bats, P2 plays a key role in preserving terrestrial ecosystems, promoting agricultural productivity, and enhancing local communities through pollinator-centered work. P2 has been actively supporting the conservation and protection of pollinators throughout North America since 1996. A multifaceted approach using original science; habitat preservation and creation; policy outreach; and public education has helped us achieve our goals in pollinator conservation. For more information, visit www.pollinator.org.

Location: Arkansas, Illinois, Minnesota, and Wisconsin (one individual will be hired in each state).

Deadline to apply: Friday, January 10, 2020.

Schedule: This position is part-time and seasonal, with an average commitment of 30 hours per month. Work schedule is flexible.

Compensation: This is a contract position at $500 per month. Travel, lodging, mileage, and per diem expenses will be reimbursed, but are not to exceed a set amount.

Duration: This position will begin in February 2020 and continue through November 2021.
How to Apply: Interested candidates should email the following information to Amber Barnes at ab@pollinator.org:

- Resume
- Cover letter describing why you are a good fit for the position
- Attach the resume and cover letter as 1 PDF
- Please name the email subject and attached PDF “PWEC STATE Coordinator – Last Name” (*Please indicate which state you are applying for).
- An inability to following the instructions above will result in an automatically rejected application.

No phone calls please.

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