The Tallgrass Prairie Center at the University of Northern Iowa in Cedar Falls, Iowa would like to host two year-long AmeriCorps positions to help us expand our reach. We are looking for members who are passionate about environmental conservation, and want to apply and expand their skills in communication, marketing, and networking to help us tell our story and expand our impact.

Each position will offer AmeriCorps members significant professional development opportunities. The Tallgrass Prairie Center is a nationally recognized center for ecological restoration of the tallgrass prairie ecosystem. Our mission is to restore native vegetation, mainly prairie and wetlands, for the benefit of society and the environment, through research, education and technology. We conduct research and provide technical support for roadside vegetation managers, farmers, conservation professionals, and native seed producers. We are also restoring a 77-acre prairie in Benton County for public enjoyment and education. All of these programs have very substantial, concrete impacts on the landscape but we need more capacity to tell our story – not only through traditional print media, but also through our website, social media, and person-to-person interactions at conferences, events and tours. With additional capacity, we could attend more meetings, create more events, and engage more fully with diverse audiences.

The positions will be funded through the Land & Water Stewards branch of the Green Iowa AmeriCorps program. The benefits of the AmeriCorps program include training and certification, individualized professional development opportunities, an education stipend upon successful completion, a monthly living stipend, and leadership experience. For more information about AmeriCorps and to apply, please go to: greeniowaamericorps.org/open-positions. Scroll to the bottom of the page to access the September 2019 application. To specify the Tallgrass Prairie Center as your preferred location, select Land & Water Stewards for the program position question, select Cedar Falls for the location, and mention the Tallgrass Prairie Center in one of the written questions. If you are selected for a host site interview, please be prepared to submit a writing sample such as a press release, blog post, newspaper, newsletter, or magazine article, or other sample using a journalistic writing style. The full consideration date for these positions is May 13, 2019.

2 associates (September 2019 to August 2020)

Skills

- Interest in native plant restoration
- Passion for helping environmental causes
- Strong writing skills
- Strong marketing skills
- Teamwork skills
- Good interpersonal communication skills
- Attention to detail
- Good record-keeping skills
- Organizational skills
- Comfortable interacting with a variety of people from different backgrounds and age groups
- Comfort working independently in rural environments
- Experience with different social media platforms
- Experience with manipulating video
- Self-motivated
- Punctual
- Accountable
- Experience with digital photography, appropriate lighting and composition desired
- Knowledgeable of Google applications including Google Calendars, Google Documents preferred

List of Duties

- Communications Associate (county roadside vegetation program; supervisor is Kristine Nemec)
  - Travel to county roadside offices in Iowa
  - Write articles for newsletters or newspapers
  - Write case studies about successful programs
  - Manage the roadside program part of the TPC website
  - Manage social media
  - Take pictures of roadsides and people to be used in outreach
  - Help to establish a presence at conferences by staffing display tables; some overnight travel to conferences or workshops within Iowa (up to 10-15 nights total over the length of the position)
  - Assist with organizing and distribution of native seed at the annual county seed pick up
  - Assist with organizing the annual roadside conference
  - Assist with workshops that may be held to build community support for county roadside programs
  - Attend staff meetings
  - Orientation to all TPC programs, projects, and staff
  - Orientation to all TPC partnerships and Friends group

- Communications Associate (Team: Director Dr. Laura Jackson, Outreach Coordinator Staci Mueller and Prairie on Farms (PoF) program manager Ashley Kittle. Supervisor is Ashley Kittle.
  - Orientation to all TPC programs, projects, and staff
  - Orientation to all TPC partnerships and Friends group
  - Improve and update website and social media presence
  - Write articles and take photos for use in newsletter and other publications
  - Assist in creation of new conference displays for each program
  - Assist staff with documenting program impacts
  - Market the Center through events, tours and conference displays
  - Assist staff in documenting program impacts
- Attend staff meetings
- Assist with Irvine prairie outreach to schools
- Create a child-appropriate activity that could be taken to conferences, or STEM-related events for kids to learn about the benefits of native prairie vegetation
- **Prairie on Farms**
  - Creating visual pieces for PoF
    - Take photos of planted sites, upload and maintain appropriate folders
    - Assist with case study development for print and on webpage
    - Create short clips or video utilizing drone images/video to be added to website
  - Improve and update Prairie on Farms webpage
  - Summarize evaluations post field day and working group meetings
  - Assist with cost analysis for seed calculator prices annually
  - Update contractor and seed supply list as needed
  - Write case studies about successful PoF plantings
  - Assist with organizing field days and working group meetings
- Additional/related duties as they arise or assigned by Director
- Assist with the creation or updating of marketing collateral