

## **JOB ANNOUNCEMENT: Xerces Society Pollinator Outreach Coordinator**

### **JOB TITLE: Midwest Pollinator Outreach Coordinator**

**BACKGROUND:** The Xerces Society is an international, nonprofit organization that protects wildlife through the conservation of invertebrates and their habitat. Butterflies, dragonflies, beetles, worms, starfish, mussels, and crabs are but a few of the millions of invertebrates at the heart of a healthy environment. Invertebrates build the stunning coral reefs of our oceans; they are essential to the reproduction of most flowering plants, including many fruits, vegetables, and nuts; and they are food for birds, fish, and other animals. Yet invertebrate populations are often imperiled by human activities and rarely accounted for in mainstream conservation. Established in 1971, the Xerces Society is at the forefront of invertebrate protection, harnessing the knowledge of scientists and the enthusiasm of local citizens to implement conservation and education programs. Over the past three decades, we have protected endangered species and their habitats, produced ground-breaking publications on insect conservation, trained thousands of farmers and land managers to protect and manage habitat, and raised awareness about the invertebrates of forests, prairies, deserts, and oceans. The Xerces Society is headquartered in Portland Oregon. Currently the Society has 12 FTE and an annual budget of over \$1,000,000.

**SCOPE:** Under the direction of the National Pollinator Outreach Coordinator, the Midwest Pollinator Outreach Coordinator will work to provide resources and training to agricultural professionals across the Midwest on pollinator habitat management, creation, restoration, and enhancement. The Outreach Coordinator will also build the general public's awareness of the importance of native pollinators to agricultural sustainability and wildlife conservation.

**MAJOR JOB ACTIVITIES:** This is a regional level position that will require considerable travel throughout the Midwest (and will often require more than 40 hours a week due to travel). Strong outreach skills are needed as the ideal candidate will coordinate logistics for workshops and provide training to Natural Resource Conservation Service staff, other agricultural professionals and land managers. The position will also include writing educational materials, conducting literature research, and coordinating with academic scientists.

Working as a team with the National Pollinator Outreach Coordinator and the Pollinator Conservation Director the Outreach Coordinator will:

- Coordinate logistics for workshops to train agricultural professionals in pollinator conservation techniques.
- Present workshops on pollinator conservation to variety of audiences.
- Coordinate pollinator research with academic partners.
- Raise awareness about native pollinator conservation techniques among sustainable agriculture communities.
- Prepare fact sheets and outreach materials based on field research.
- Assist in the development of state criteria for screening EQIP, WHIP, or other project proposals.
- Help develop Pollinator Habitat Evaluation Guides and Pollinator Biology Technical Notes.
- Develop appropriate plant lists for states.

### **REQUIRED KNOWLEDGE & SKILLS:**

- Bachelors degree (Graduate degree strongly preferred) in entomology, ecology, conservation biology, natural resource management, or 3-5 years experience in conservation science, and/or equivalent combination of education and experience; experience in entomology is preferred.
- An understanding of pollination ecology and the role of native pollinators (especially bees) in agroecosystems.
- Ability to manage complex or multiple projects.
- Knowledge of species (especially invertebrates), natural communities, ecosystems, ecological processes, and their conservation needs.
- Ability to synthesize, interpret, and communicate complex scientific information to influence conservation practice.
- Ability to develop and give engaging presentations to audiences of more than twenty adults.
- Ability to communicate professionally with a wide variety of people.
- Ability to manage time and diverse activities under deadlines, while delivering quality results.
- Ability to work independently on assigned tasks.
- Ability to format and or design professional documents using word, publisher, or other publishing software.
- Working knowledge of common software applications (e.g. Word, Excel, PowerPoint, Web browsers).

#### **ADDITIONAL DESIRABLE QUALIFICATIONS**

- Strong understanding of Midwest farming systems.
- Understanding of USDA Farm Bill conservation programs.
- Prior management experience (of any kind).
- A good sense of humor.

**TERMS:** This is a full time position and we are an at will employer. The Xerces Society is an equal opportunity employer committed to workforce diversity.

**SALARY:** \$32,000 - \$38,000 depending on experience.

**BENEFITS:** This position includes a generous benefits package: eleven paid holidays and two weeks of vacation accrued after first year, medical benefits, and a flexible work environment. If the position is extended beyond one year, eight percent of the base pay will be contributed toward a SEP retirement account, beginning in January of the calendar year following the first full year of employment.

**LOCATION:** Position location preferably in Minneapolis, MN but for the right candidate we are open to the position being in other major cities in the upper Midwest.

**MORE INFORMATION:** For more information on the Xerces Society and our programs, please see our website. [www.xerces.org](http://www.xerces.org)

**APPLICATION:** Anyone interested in this position should email a cover letter, resume, and names and contact information for three references (please combine all information into a single MS Word or Adobe PDF document) to:

Suzanne Granahan  
The Xerces Society  
4828 SE Hawthorne Blvd.  
Portland, OR 97215  
suzanne@xerces.org

We have limited staff time, so we appreciate no phone calls to our office!

**DEADLINE:** September 4, 2009.