



Project Wingspan: Community Connections
Iowa State Coordinator (part-time)

Application Deadline: January 31, 2024

Anticipated Start Date: March 1, 2024 (Subject to change)

Location: Flexible/remote within Iowa. Preferably in or near an urban center.

Pollinator Partnership (P2) seeks to hire a motivated and detail-oriented individual in Iowa to serve as State Coordinator to accomplish native, ecotypic seed collection and volunteer programming in target states with additional emphasis on urban area community engagement. The State Coordinator will provide programmatic support for P2's Project Wingspan: Community Connections (PWCC), a collaborative pollinator habitat initiative with numerous partners across a multi-state region. PWCC is a multi-component project to address the alarming decline in pollinators and the fragmentation of habitat through seed collection, technical training, and enhancing and securing long-term habitat. This project is part of the [Project Wingspan](#) series of programs.

Primary Duties and Responsibilities

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

- Work with and report to project lead
- Collaborate with partners and project lead to develop and manage a seed collection network in their state
- Promote seed collection training and volunteer opportunities
- Identify, assemble, and track seed collection teams
- Manage database of pollinator habitat sites developed through previous Project Wingspan programs
- Assist project lead in planning and carrying out at least four live virtual training events
- Assist volunteer team leads to identify seed collection sites and obtain permits or permissions for collection events
- Provide technical support through in-person habitat consultations with landowners
- Communicate with team lead on all matters related to seed collection (events, shipments, etc.)
- Assist with distribution of plant materials within their state
- Assist project lead in tracking pollinator habitat resources across the project state
- Manage time efficiently and work independently
- Organize and manage travel within a set budget
- Attend monthly project planning and check-in calls
- Collaborate with other P2 program staff
- Leverage P2-NRCS partnership to promote similar efforts among networks

Personal and Professional Qualifications

The State Coordinator should possess the following minimum qualifications:

- Excellent interpersonal skills

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- Strong coordination, 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
- Experience with Microsoft Office, Google Suite, and/or other computer-based programs
- On a rare occasion, 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

Preferred Skills and Experience

- A combination of training and/or experience that will enable the applicant to possess the required knowledge, skills, and abilities.
- Degree in natural resource management, biology, botany, ecology or related field
- Experience with volunteer or community engagement in an urban context
- Experience in conservation partnerships, pollinator habitat restoration, volunteer management, and technical training highly preferred
- Experience and knowledge regarding seed collection for a variety of native plant species
- Knowledge of pollinator biology and habitat management

Schedule and Compensation: This position is part-time hourly at 520/year, with an average commitment of 10 hours per week. Work schedule is flexible. Beginning salary range \$20-23/hour, commensurate with experience. Travel, lodging, and mileage will be reimbursed though are not to exceed a specific amount. This position does not include benefits.

Duration: This position is under a two-year grant funded program running from February 2024 until January 2026, and may be extended depending on availability of funds.

How to Apply: Interested candidates should combine their cover letter, resume, and contact information for three references into one PDF using the following naming convention "**Last Name_PWCC State Coordinator_IA**" and apply by filling out the form at the link here:

<https://form.jotform.com/pollinatorpartnership/PWCC-StateCoordinator-IA>

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.

About Pollinator Partnership

Pollinator Partnership (P2) is a not-for-profit organization whose mission is to protect and restore populations of pollinator species. As the world's largest organization devoted exclusively to the preservation of 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.