

JOB ANNOUNCEMENT

Conservation Associate, Endangered Species Program

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 are essential to the reproduction of most flowering plants, including many fruits, vegetables, and nuts; they are food for birds, fish, and other animals; they build the stunning coral reefs in our oceans. Yet invertebrate populations are often imperiled by human activities and rarely accounted for in mainstream conservation.

Established in 1971, and named after the extinct Xerces blue butterfly, 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. We protect endangered species and their habitats, produce ground-breaking publications on insect conservation, train thousands of farmers and land managers to protect and manage habitat for beneficial insects, and raise awareness about the invertebrates of forests, prairies, deserts, creeks, wetlands, and oceans. The Xerces Society is headquartered in Portland, Oregon, with regional offices in California, Michigan, Minnesota, New Jersey, and North Carolina. We currently have 19 employees and an annual budget of over \$1,500,000.

SCOPE

The Conservation Associate will work under the direction of the Endangered Species Program Director to support projects relating to the conservation of bumble bees and other at-risk species.

MAJOR JOB ACTIVITIES

Specific duties will include:

- Creating research-based bumble bee conservation guidelines and other materials that can be used in outreach to land managers
- Developing and updating web content for a bumble bee citizen monitoring project
- Conducting outreach to biologists at state wildlife agencies about declining bumble bee species
- Creating GIS maps of the distributions of rare or imperiled invertebrate species
- Planning and conducting field surveys for rare Pacific Northwest invertebrates; writing reports detailing the results of field surveys

Other duties may include:

- Writing Endangered Species Act petitions for imperiled invertebrate species
- Writing fact sheets about at-risk species, including detailed scientific information on taxonomy, identification, distribution, habitat associations, and conservation needs
- Updating the Endangered Species Program web pages
- Writing grant reports
- Assisting the Endangered Species Program Director on other conservation projects

REQUIRED KNOWLEDGE AND SKILLS

- Bachelors degree (graduate degree preferred) in entomology, ecology, conservation biology, natural resource management, or 1-3 years of experience in conservation science, and/or equivalent combination of education and experience
- Proficiency with ArcGIS software and other common applications (Google Earth, Word, Excel, PowerPoint, web browsers)
- Excellent written and oral communication skills, including the ability to communicate professionally over email
- Able to understand scientific literature and communicate findings to scientific and lay audiences
- Able to communicate effectively with land managers and agency staff
- Knowledge of species (especially invertebrates), natural communities, ecosystems, ecological processes, and biodiversity conservation
- Able to manage complex or multiple projects efficiently
- Able to work in the field under potentially adverse weather conditions for long hours
- Able to lift and carry 40 pounds
- Current drivers license and good driving record
- Extremely dependable, punctual, and with great attention to detail

ADDITIONAL KNOWLEDGE AND SKILLS

- Experience conducting science education or outreach to adult audiences
- An understanding of endangered species conservation and entomology
- Experience developing and updating websites
- Experience with design and layout of outreach materials
- A good sense of humor

TERMS

The Xerces Society is an equal opportunity, at-will employer committed to workforce diversity. This is a full time one-year position with the potential for extension based on funding and performance.

SALARY

\$30,000 - \$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

The Xerces Society office is located in inner northeast Portland, Oregon.

MORE INFORMATION

For more information about the Xerces Society and our programs, please see our website at www.xerces.org

APPLICATION

No phone inquiries, please. Individuals interested in this position should email a cover letter, resume, and the names and contact information for three references as a single attachment in MS Word or Adobe PDF file by **Friday, November 11, 2011, 5 pm PST** to:

Sarina Jepsen, Endangered Species Program Director

RE: Conservation Associate Position

sarina@xerces.org