

## ANNOUNCEMENT OF JOB OPENING

### JOB TITLE: **Pollinator Program Assistant** (Portland, Oregon)

**SCOPE:** The Xerces Society is looking for a goal-oriented problem-solver with a professional demeanor to join our growing Pollinator Conservation team. Under the direction of the Pollinator Program Administrator, the **Pollinator Program Assistant** will provide administrative and outreach support for all workshops and events, provide administrative assistance to pollinator program staff across the country, and assist in all other aspects of the Pollinator Conservation 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 other conservation efforts.

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 public enthusiasm 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 22 employees and multiple contractors, including 8 pollinator program staff, and an annual budget of almost \$2,000,000.

**MAJOR JOB ACTIVITIES:** Working closely with the Pollinator Program Administrator and other program staff, the **Pollinator Program Assistant** will:

- Provide general administrative assistance to Pollinator Program staff, including:
  - supporting field offices,
  - scheduling meetings,
  - making travel and lodging reservations, and
  - other general office duties;
- Provide telephone and email response to public inquiries;
- Support outreach activities by mailing and tracking fact sheets, books, and publications;
- Manage publication inventory, including proofreading, editing, and ordering publications;
- Assist in the management of workshops and public events, including:
  - establishing and managing online event registration systems, web pages, and email announcements,
  - tracking registration payments,
  - assembling and shipping event materials, and
  - managing contact information for event participants;
- Update and maintain pollinator program web pages;
- Conduct general clerical duties including:
  - data entry, filing, and organizing,
  - formatting, proofreading, and copying documents;
- Keep up-to-date media contacts and files,

- Assist in other program activities as needed.

## **REQUIRED SKILLS/KNOWLEDGE**

- College Degree (ideally in biology, natural resource management, environmental science, nonprofit administration, etc.) or equivalent experience;
- Background in nonprofit work (2+ years preferable), or background that provides similar experience;
- Excellent computer skills, including strong familiarity with the following programs: MS Office Suite (Word, Publisher, PowerPoint, Excel, and Outlook), Adobe Acrobat, and Internet;
- Preferred experience with Adobe InDesign;
- Excellent written, communications, and time management skills;
- Experience creating professional looking documents and correspondence;
- Preferred experience updating WordPress websites and working with Constant Contact email and event marketing;
- Ideal candidate will be technologically savvy;
- Aptitude for recognizing areas for improvement and capability to actively come up with innovative solutions;
- Good judgment and high level of attention to detail;
- Ability to juggle multiple tasks while meeting shifting deadlines;
- Good sense of humor;
- Proven ability to work as a member of a team;
- Ability to complete work with little supervision; and
- Dedication to environmental conservation (specific knowledge of invertebrates is not required).

**TERMS:** This is a part-time (20 hours a week) 6 month position, with possibility of increased hours and permanent placement in the future. The Xerces Society is an at-will, equal opportunity employer committed to workforce diversity.

**SALARY:** \$12 - \$14 per hour (DOE)

**LOCATION:** Portland, Oregon

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

**APPLICATION:** No phone inquiries, please. Individuals interested in this position should e-mail a cover letter, resume, and the names and contact information for three references as a single attachment in an MS Word or Adobe PDF file by **Monday, July 16<sup>th</sup>, 5 pm PDT** to:

Ashley Minnerath, Pollinator Program Administrator  
RE: Pollinator Program Assistant Position  
[ashley@xerces.org](mailto:ashley@xerces.org)