

## **Program Associate Position**

Deadline to Apply: July 10, 2012

The Pollinator Partnership (P2) seeks a motivated, detail-oriented individual to serve as the Program Associate.

The Program Associate will have the responsibility to increase our effective communications with a variety of stakeholder groups in our conservation efforts. The Program Associate needs to have the ability to manage multiple projects and tight deadlines in a fast-paced work environment both in groups and independently.

The candidate will provide assistance to both the Executive Director and other staff in addition to independently coordinating a number of other projects. P2's office size provides an opportunity for the Program Associate to lend support to and gain experience from a wide variety of projects.

### **Duties include:**

- Program research
- Write reports and other outreach materials
- Various office duties including filing, equipment maintenance, and ordering supplies
- Representing P2 as the "face" of the organization greeting guests and answering the telephone system
- Assist with event planning
- Other administrative and programmatic duties as needed
- Support the Executive Director and staff

### **Desired Qualifications:**

- Ability to multi-task
- College Degree required
- Environmental studies / sciences degree preferred
- Excellent written and verbal communication skills
- Dependable, well-organized, and detail-oriented
- One year of administrative experience preferred
- Proficient in Outlook, PC, MS Office Suite, and FileMaker Pro
- Event planning experience is a plus
- Proficient in Spanish, Portuguese or French a plus

### **About the Pollinator Partnership**

Since, 1997, the 501(c)3 non-profit Pollinator Partnership (P2) has protected and restored populations of pollinator species. As world's largest organization devoted exclusively to the preservation of the 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.

**Deadline to apply:** Tuesday, July 10, 2012

**Position:** FTE with benefits based on performance during a 3-month trial period

**Compensation:** \$25-30K based on experience

**Location:** San Francisco, CA

**How to Apply:** Email Sunny Boyd ([sun@pollinator.org](mailto:sun@pollinator.org)) your resume and cover letter (including your available start date) as 1 PDF

