

JOB ANNOUNCEMENT: The Xerces Society

JOB TITLE: Pollinator Program Assistant (Portland, Oregon)

BACKGROUND: The **Xerces Society** is an international nonprofit organization that protects wildlife through the conservation of invertebrates and their habitat. 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 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 farms, forests, prairies, deserts, rivers, wetlands, and oceans. The Xerces Society is headquartered in Portland, Oregon, with regional offices in California, Nebraska, Minnesota, New Jersey, North Carolina, and Texas. We currently have 26 employees and multiple contractors, including 13 pollinator program staff, and an annual budget over \$2,000,000.

SCOPE: As part of the pollinator program and 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, provide communication support for the program, and assist in all other aspects of the Pollinator Conservation Program.

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

- Pollinator Program Staff conduct over 100 events a year, reaching thousands of people. The program assistant will help manage workshops and public events including:
 - communicating with diverse partners to help organize and set up events,
 - establishing and managing online event registration systems, web pages, and email announcements,
 - tracking registration payments,
 - assembling and shipping event materials,
 - managing contact information for event participants, and
 - assisting in follow-up surveys with event participants.
- The Pollinator Program receives numerous requests for information, speakers, materials, and more every week. The program assistant will provide outreach support including:
 - serving as the first line of response to telephone and email inquiries from the public,
 - supporting outreach activities by mailing fact sheets, books, and publications, and
 - tracking outreach successes.
- The Pollinator Program produces ground-breaking publications to relay the latest science-based information to the public for on-the-ground conservation. The program assistant will support communications, including:
 - creating and sending email announcements,
 - using Adobe InDesign to create professional publications,
 - tracking and managing publication inventory, including proofreading, editing, and ordering publications, and
 - updating and maintaining pollinator program web pages.
- Program staff reside in regional offices across the country, the program assistant will provide general administrative assistance to regional staff including:
 - sending publications and other outreach materials,

- scheduling meetings,
- making travel and lodging reservations, and
- other general office duties.
- 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 office administration (2+ years preferable) or similar experience;
- Experience managing events;
- Excellent computer skills, including strong familiarity with the following programs: MS Office Suite (Word, Excel, PowerPoint, and Outlook), Adobe Acrobat, Adobe InDesign, and Internet;
- Excellent organization and high level of attention to detail;
- Ability to juggle multiple tasks while meeting shifting deadlines;
- Preferred experience working with WordPress websites;
- Preferred experience working with Constant Contact email, event marketing, and surveys;
- Excellent written, communications, and time management skills;
- Experience creating professional looking documents and correspondence;
- Ideal candidate will be technologically savvy;
- Proven ability to work as a member of a team;
- Ability to complete work with little supervision;
- Aptitude for recognizing areas for improvement and capability to actively come up with innovative solutions;
- Good sense of humor; and
- Dedication to environmental conservation (specific knowledge of invertebrates is not required).

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

SALARY: \$29,000 - \$35,000 annually, depending on experience

BENEFITS: This position includes a generous benefits package: eleven paid holidays, paid time off, medical and disability insurance, an annual public transportation pass, membership in a car share program, a health savings account pre-tax contribution benefit option, and a flexible work environment. After first year of employment, eight percent of the base pay will be contributed toward a SEP retirement account.

LOCATION: 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 or drop by 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 MS Word or Adobe PDF format. Write “**Pollinator Program Assistant Job Search**” in the subject line of the email and send to:

Mary Ann Lau
maryann@xerces.org

DEADLINE: February 14th 2014 5 pm PST.