



**Program and Administrative Coordinator
Full-Time Position**

Pollinator Partnership (P2) is looking for an experienced and passionate professional who possesses the skills to assist the Director of Programs and Operations in program, administrative and development activities for a small non-profit organization. This candidate should be a detailed and team-oriented professional, have a strong work ethic, and be committed to the mission and values of P2. The successful candidate should also be interested in conservation and pollinator issues.

About Pollinator Partnership:

Pollinator Partnership is a not-for-profit organization whose mission is to protect and restore 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. 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.

Principal Responsibilities (percentages vary depending on needs):

70% - Program and Administrative Support

- Support Director of Programs and Operations on a daily basis in managing P2's 20+ programs
- Assist in conference planning and meeting facilitation
- Coordinate and work directly with program key staff and partners
- Project research and report writing
- Assist with administrative activities including HR, finance, and Board of Directors coordination

30% - Development and Fundraising

- Donor development activities
- Grant research and writing
- Fundraising event planning

Required Skills:

- Bachelor's Degree in Environmental Science or a related field (MS preferred)
- Project Management experience (2+ years' experience preferred)
- Strong planning, implementation, and multitasking skills
- Strong communication and facilitation skills
- Strong research, writing, and editing skills
- Highly organized and detail-oriented, resourceful and flexible
- Ability to meet deadlines and plan effectively to meet realistic project goals



- Strong computer skills, including Microsoft Word, PowerPoint, and Excel

Preferred Skills:

- Development, fundraising, and grant writing experience
- Event planning and contractor management
- Graphic Design capabilities with an understanding of the Adobe Design Suite

Compensation: \$40,000 – \$50,000. Compensation will be based on experience and qualifications.

Location: San Francisco, CA

To Apply: Please email cover letter and resume as one document to kr@pollinator.org by Friday, April 10, 2020.

No phone calls please.