



Monarch Joint Venture Job Posting

Position Title: Midwest Habitat Coordinator

Location: Must be based in a Midwest state; can work remotely or from MJV's office in St. Paul, MN

Compensation: \$45,000 - \$55,000; full-time with benefits and flexible work environment

Start Date: ASAP

Priority Application Deadline: December 15; open until filled

Travel Required: Local travel likely; national travel required for one main event per year

Position Summary: Join the growing team of the Monarch Joint Venture (MJV), a nonprofit dedicated to protecting monarchs and their migration by collaborating with partners to deliver habitat conservation, education, and science across the United States. The Midwest Habitat Coordinator coordinates, develops, and delivers monarch habitat resources in the Midwest, with an emphasis on supporting managers of Midwest private working lands and regional agricultural stakeholders to create and sustain pollinator habitat.

Learn more about the mission, vision, and values of the MJV on our website [here](#).

Primary Responsibilities:

- **Habitat Services (60%)** - Provide technical guidance or consultation to Midwest landowners of private working lands on pollinator habitat projects; support development of site conservation plans; conduct habitat surveys and train landowners in monitoring techniques to evaluate pollinator habitat, including baseline information and follow-up effectiveness monitoring.
- **Midwest Habitat Partnerships (10%)** - Foster a network of Midwest landowners interested in habitat implementation and collaborate with habitat-focused partner organizations and representatives in the Midwest.
- **Habitat Resource Management (15%)** - Develop, update, or uplift existing resources to support habitat and conservation objectives; manage the Farmers for Monarchs Facebook page and support content development for the Farmers for Monarchs website.
- **Midwest Habitat Strategy (5%)** - Support strategy development for MJV's Midwest habitat initiatives that fits within MJV's overarching habitat and program strategy.
- **Grant Writing/Reporting (5%)** - Provide strategic direction and support for new habitat-focused funding opportunities, and track project deliverables and outcomes for grant reports.
- **Budget Management (5%)** - Track habitat project expenses and project budgetary needs for MJV Midwest habitat initiatives.
- **Other duties as assigned**

Required Qualifications:

- **Agriculture Experience** - A minimum of two years of agriculture related experience and demonstrated relationships with agricultural stakeholders.
- **Habitat Experience** - A minimum of two years of relevant experience (or a related degree), including experience with Farm Bill conservation programs.
- **Facilitation and Coordination Experience** - A demonstrated ability to effectively engage and organize various stakeholders to accomplish common habitat goals.
- **Communication Skills** - Demonstrated communication skills, including verbal communications, writing, and ability to use appropriate communication technologies with a variety of audiences.
- **Adaptability** - Self-motivated ability to work independently and collaboratively with internal and external stakeholders under general guidance from manager.
- **Workload Management** - Demonstrated ability to set and maintain manageable priorities and forward progress for multiple responsibilities.
- **Strategic Thinking** - Demonstrated ability to think strategically about sustainability and growth of the MJV's habitat initiatives.
- **Problem Solving** - Demonstrated ability to use critical thinking to seek out, identify, and communicate solutions to challenges as they arise.
- **Technology** - Proficiency using Google suite, Microsoft Office Suite, and other relevant technology systems.

Equal Opportunity Employment: The Monarch Joint Venture (MJV) is an equal opportunity employer. As such, MJV offers equal employment opportunities without regard to race, color, gender, religion, age, nationality, social or ethnic origin, sexual orientation, gender identity or expression, marital status, pregnancy, disability, veteran status, or any other characteristic protected by law. These opportunities include all terms, conditions, and privileges of employment, including but not limited to recruiting, hiring, job placement, training, compensation, benefits, discipline, advancement, and termination. All employees are expected to adhere to this policy.

The Monarch Joint Venture is an at-will employer. All persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

How to Apply

- **Submit a single PDF document** titled "*Your Name_Midwest Habitat Coordinator*" that includes:
 - 1) A one-page cover letter that outlines your interest in this position
 - 2) Your resume
 - 3) The names and contact information for 3 references; please feel free to include a landowner that you've worked with as one of your references.
- Send application materials by email to jobs@monarchjointventure.org with the subject line "*Midwest Habitat Coordinator Application*"