



**NAPPC Coordinator  
Full-Time Position**

**Pollinator Partnership (P2)** is looking for an experienced and passionate professional who possesses the skills to promote and facilitate collaborative conservation for pollinators across North America. 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 be interested in meeting planning and facilitation, partnerships, and international collaboration.

**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. Pollinator Partnership Canada (P2C), established in 2013, is P2's sister organization, and the two groups work seamlessly together across borders. 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](http://www.pollinator.org).

**About NAPPC:**

P2 founded and administers the North American Pollinator Protection Campaign (NAPPC). NAPPC is a growing, collaborative body of more than 170 diverse partners, including respected scientists, researchers, conservationists, government officials, and dedicated volunteers. NAPPC's mission is to encourage the health of resident and migratory pollinating animals in North America. For more information, visit [www.napcc.org](http://www.napcc.org).

**Principal Responsibilities:**

- Connect with government agencies and support a variety of pollinator activities to build national and international cooperation and conservation success
- Plan and coordinate the Annual NAPPC Conference, typically hosted in Washington, DC
- Facilitate and seek guidance from the NAPPC Steering Committee
- Liaise with and assist approximately 10 Task Forces, their Co-Chairs, and members
- Facilitate communication among NAPPC partners
- Manage, promote, and fundraise for NAPPC Habitat and Research Grant programs related to Honey Bee Health, Lepidoptera Conservation, and Imperiled Bumble Bee Conservation
- Manage and promote NAPPC awards programs
- Assist with NAPPC external communications including website, social media, and publication content
- Think creatively and strategically about NAPPC activities and bring new ideas to the collaborative
- Innovate ways to streamline, expand, and promote NAPPC's framework
- Lead fundraising for NAPPC sponsorship campaigns
- Recruit new partners to the coalition



**Required Skills:**

- Degree in Environmental Science, Public Policy, International Relations, Communications, or other relevant fields
- Event planning and meeting facilitation experience (3+ years' experience preferred)
- Strong communication skills, verbal and written
- Experience in diverse stakeholder engagement, partnership building, facilitation
- Experience with virtual meeting and event platforms such as Zoom
- Strong planning, implementation, and multitasking skills
- Basic understanding pollinator conservation (scientific background not needed)
- Experience fundraising and grant writing
- Strong computer skills, including Microsoft Word, PowerPoint, and Excel

**Preferred Skills**

- Multilingual (Spanish, English, French)

**Compensation:** \$60,000-\$65,000. Compensation will be based on experience and qualifications. Medical and retirement benefits will be provided. Travel and expenses will be reimbursed.

**Location:** Washington, DC area.

**To Apply:** Please email cover letter, resume, and contact information for 3 references as one document to [careers@pollinator.org](mailto:careers@pollinator.org) by Friday, January 6, 2023.

No phone calls please.