



Project Wingspan

Indiana State Coordinator (approximately 85% FTE)

Application Deadline: February 28, 2024

Anticipated Start Date: May 1, 2024 (subject to change)

Location: Flexible/remote within Indiana. Preferably in or near an urban center.

Pollinator Partnership (P2) seeks to hire a motivated and detail-oriented individual in Indiana to serve as State Coordinator to accomplish native, ecotypic seed collection and volunteer programming, as well as provide technical assistance to urban and agricultural communities. The State Coordinator will provide programmatic support for three of P2's [Project Wingspan](#) (PW) programs: PW Indiana & Illinois and PW Community Connections, collaborative pollinator habitat initiatives with numerous partners across a multi-state region; and PW Agricultural Training and Support, a [Pollinator Steward Certification](#) program accelerating adoption of pollinator and other wildlife conservation practices in agricultural settings.

Primary Duties and Responsibilities

This position is primarily office-based and requires computer and internet access. The State Coordinator is responsible for the following duties, and others as assigned.

Project Wingspan: Indiana and Illinois, Project Wingspan: Community Connections (35% FTE)

- Collaborate with partners and to develop and manage a seed collection network in their state
- Promote seed collection training and volunteer opportunities
- Identify, assemble, and track seed collection teams
- Manage database of pollinator habitat sites developed through previous PW programs
- Assist project lead in planning and carrying out at least four live virtual training events
- Assist volunteer team leads to identify seed collection sites and obtain permits or permissions for collection events
- Provide technical support through in-person habitat consultations with landowners
- Communicate with team lead on all matters related to seed collection (events, shipments, etc.)
- Assist with distribution of plant materials within their state
- Assist project lead in tracking pollinator habitat resources across the project state
- Manage time efficiently and work independently
- Organize and manage travel within a set budget
- Attend monthly project planning and check-in calls
- Collaborate with other P2 program staff
- Leverage P2-NRCS partnership to promote similar efforts among networks

Project Wingspan: Agricultural Training and Support (50% FTE)

- Develop P2's relationships and foster new partnerships with agricultural contacts, including farmers, community leaders, conservation professionals, extension staff, and others.
- Provide project specific technical support on pollinator and beneficial insect conservation techniques to farming, agricultural, and community organizations.

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- Coordinate and conduct in-person and virtual Pollinator Stewardship Certification (PSC) workshops and peer-to-peer support networks.
- Provide onsite habitat technical assistance for conservation practice implementation in agriculture (pollinator habitat focus) to individuals who participate in the PSC workshops.
- Gain familiarity and expertise with Illinois, Indiana, and Ohio specific NRCS programs and staff points of contact.
- Accelerate conservation program enrollment by working with NRCS, P2 contacts, and other partners.
- Coordinate and routinely communicate with P2 colleagues and program partners regarding project activities and status updates.

Personal and Professional Qualifications

The State Coordinator should possess the following minimum qualifications:

- Ability to build trust and communicate clearly and effectively with farmers, landowners, and partners in a respectful, equitable, and inclusive fashion.
- Ability to work independently with little supervision and with diverse clientele. Must be a motivated self-starter with strong interpersonal skills.
- Excellent written and oral communication skills, and ability to communicate directly with volunteers and landowners
- Knowledge of wildlife ecology, grassland, wetland, and early succession habitat management including the ability to utilize various habitat management tools in the development of management plans.
- Knowledge of conservation and wildlife habitat programs provided by federal, state, & local entities. In addition, knowledge of how these programs are implemented in an agricultural landscape is desired.
- Understanding of regional farming systems and crops, including pesticides and pesticide use, and experience with common agricultural practices of the Midwest.
- Knowledge of IPM practices, Conservation Biological Control, and other strategies for reducing negative impacts of pest management on pollinators and other beneficial insects.
- Strong organizational skills, time management, and attention to detail, with demonstrated ability to manage demanding workloads.
- Excellent verbal and written communication skills and the ability to develop and give engaging presentations to audiences of thirty or more adults.
- Should be comfortable working outside, willing and able to work across various habitat settings
- Experience with Microsoft Office, Google Suite, and/or other computer-based programs
- Ability to travel throughout home region (with occasional travel to other parts of the state) to conduct site visits and workshops. On a rare occasion, multi-day travel may be required
- Valid driver's license and clean driving record
- As a remote employee, individuals will need computer access and a work-space

Preferred Skills and Experience

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- A combination of training and/or experience that will enable the applicant to possess the required knowledge, skills, and abilities.
- Degree in natural resource management, biology, botany, ecology or related field
- Experience with volunteer or community engagement in an urban context
- Experience in conservation partnerships, pollinator habitat restoration, volunteer management, and technical training highly preferred
- Experience and knowledge regarding seed collection for a variety of native plant species
- Experience delivering technical training and/or guidance regarding habitat enhancement, agriculture management, pollinator biology, or other topics related to this position.

Schedule and Compensation: This position is part-time hourly at approximately 0.85 FTE, with an average commitment of 34 hours per week. Work schedule is flexible. Beginning salary range \$20-23/hour, commensurate with experience. Travel, lodging, and mileage will be reimbursed though are not to exceed a specific amount. This position includes a generous benefits package: twelve paid holidays, paid time off, paid health, vision, life, and dental insurance, option to participate in a retirement program, and a flexible work environment.

Duration: This position is under multiple two-year grant funded programs running from February 2024 until April 2026, and may be extended depending on availability of funds.

How to Apply: Interested candidates should combine their cover letter, resume, and contact information for three references into one PDF using the following naming convention “**Last Name_PW State Coordinator_IN**” and apply by filling out the form at the link here:
<https://form.jotform.com/pollinatorpartnership/PW-StateCoordinator-IN>

Terms: Pollinator Partnership is an at-will employer. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. In compliance with federal law, 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.

About Pollinator Partnership

Pollinator Partnership (P2) is a not-for-profit organization whose mission is to protect and restore populations of pollinator species. As the world’s largest organization devoted exclusively to the preservation of 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.