



Institute for Applied Ecology

*Dedicated to native ecosystem conservation, research, and education
4950 SW Hout St., Corvallis, OR 97333 (541)753-3099*

The Institute for Applied Ecology (IAE) is a dynamic nonprofit organization founded in 1999 whose mission is to conserve native species and habitats through restoration, research and education. Our vision is a world where all people and wildlands are healthy and interact positively, biological diversity flourishes, and environmental challenges are met with a social commitment to solving problems with scientific principles.

The Ecological Education Program at the IAE offers educational opportunities for students - primarily adult community members and specialty audiences, such as teachers, under-resourced students and adults in custody. Through outreach activities and informal science education, we engage people in meaningful place-based active education conducted in schools, camps, prisons, and in the wider communities that we serve. We work with other nonprofit partners, community members, departments of correction, schools, granting organizations, and federal agencies to deliver education focused on connecting people to nature. Our efforts are primarily focused on underserved, under-resourced, and diverse audiences.

IAE values diversity and equity, and we encourage applications from all groups of people. We recognize that the strength of IAE is in our people and we believe that every employee has the right to work in surroundings that are free from all forms of unlawful discrimination and harassment. IAE does not and will not discriminate in employment and personnel practices and our commitment to equal employment opportunity applies to every aspect of the employment relationship.

Plant Propagation and Education Coordinator 2 Job Announcement

Job Title: Plant Propagation and Education Coordinator 2

Office Location: Corvallis, Oregon

Status: Regular, full-time, exempt

Compensation: \$27.93/hr. plus benefits

Closing date: Wednesday, September 23rd, 2024

Description: The Institute for Applied Ecology (appliedeco.org) is seeking to hire a full-time ecological education coordinator, level 2, to help lead efforts in our ecological education program. This person will be based in Corvallis, OR, though occasional travel within and outside the state will be required.

Our Department: The Ecological Education Program at the IAE offers educational opportunities for students - primarily adult community members and specialty audiences, such as teachers, under-resourced students and adults in custody. Through outreach activities and informal science education, we engage people in meaningful place-based active education conducted in schools, camps, prisons, and in the wider communities that we serve. We work with other nonprofit partners, community members, departments of correction, schools, granting organizations, and federal agencies to deliver education focused on connecting people to nature. Our efforts are primarily focused on underserved, under-resourced, and diverse audiences.

Responsibilities: This position is primarily responsible for serving as the plant propagation coordinator for our Conservation in Prisons program. This includes the development and upkeep of growing guides for various native plants that we grow, troubleshooting issues across prisons where plants are grown, and coordinating bulk orders. Additional roles include working with

incarcerated crew members, teaching within prisons and juvenile detention, and sharing other duties with department staff from our Corvallis office. Job duties will also fluctuate seasonally, but here is a general breakdown of what to expect out of the work:

Project Coordination - 60%

Sagebrush in Prisons Project - This is our largest program, growing around 500,000 sagebrush seedlings per year at 9 medium and minimum security prisons across the West (Idaho, Nevada, Wyoming, Oregon). Corvallis staff collaborate with our remote staff on program-wide projects. This includes consulting with colleagues at other prisons where we raise native plants in association with incarcerated crews and may include bulk ordering for supplies or subbing in when needed.

Conservation in Prisons Projects – At three prisons near Corvallis, we grow *Viola adunca*, *Plantago lanceolata*, *Lupinus oreganus*, and *Castilleja levisecta* in support of three endangered or threatened butterflies. At one facility, incarcerated crew members raise butterfly larvae of Taylor's Checkerspot butterfly which are then released in pupae form. Corvallis staff visit often to provide training and ongoing support for the program. This position is intended to keep our growing guides up to date (based on experiences), participate in partner meetings, collaborate with colleagues on experiments to improve our practices and write reports.

Teaching - 20%

Juvenile detention - We provide ecological education lessons to two juvenile detention centers in the Willamette Valley. You would be responsible for preparing and delivering one or two lessons a month.

Adult and Outreach Education - Education is also an important part of our prisons work and the work in Park-ify, another Corvallis-based program focusing on natives in home landscapes. This includes classroom settings, hands-on training, coordinating guest speakers, developing unique online teaching assets, and other approaches.

Administration and other projects - 20%

Admin - As an IAE employee, you will participate in staff-wide meetings, conferences, and other professional development opportunities. Administrative work may include collaborating with other IAE departments, supervising 1-2 staff members, relationship building with IAE's many partners, writing grants, creating outreach materials like blog posts or media releases, developing new projects, etc.

Other partnerships - We may have ongoing partnerships with funding partners, local schools and nonprofits that sometimes result in shorter-term programs. Occasional participation at volunteer events and other public outreach events are also possible.

Specific Job Responsibilities and Duties

- Work with colleagues and Program Director on issues that may arise with a crop; make recommendations, refine growing practices through observation, experimentation and write reports.
- Report on metrics of social media success; adjust efforts accordingly.
- Share expertise in the growth and development of native plants with colleagues.

- Coordinate with the media for earned press and press releases for events.
- Design and deliver classroom and field trip lessons to prison audiences and juvenile detention centers, develop curriculum, design and manage educational evaluations, and process, analyze, and report data.
- Supervise specific staff, volunteers and subcontractors, and participate in the hiring of contractors.
- Participate in and contribute to partner meetings; assist in grant or funding development
- Develop and write reports, newsletters, and publications with support from supervisor; effectively communicate in appropriate format to multiple audiences and write for blogs and websites in English.
- Participate in identifying and developing grant proposals/agreements (with assistance), develop proposal budgets, and cultivate relationships that result in project funding.
- Other duties as assigned, which may include conducting tours, workshops and presentations for funders, partners, and the public, assist with other EE projects as requested, and participate in inter-department education programs.

QUALIFICATIONS

- A minimum of two years of educational teaching (formal or informal) experience.
- A strong background in biology/ecology related field, including experience in native plant propagation.
- Able to pass a background check and Department of Corrections background check.
- Demonstrated proficiency with Microsoft Office applications (Word, Excel, PowerPoint) and Google Suite.
- Ability to work some weekends and ability to lift 25 pounds.
- Strong organizational skills and attention to detail. Experience managing and coordinating several projects simultaneously.
- Positive attitude and excellent oral and written communication skills.
- Current U.S. driver's license.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Experience working with incarcerated people, or other marginalized groups.
- Strong creativity skills
- Bilingual in English/Spanish.

Studies have shown that Black, Indigenous, and People of Color (BIPOC), women, and other marginalized groups are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

HOW TO APPLY

To apply for this position, submit:

1. Cover letter that includes a summation of your interest in the position and start date.
2. Resume.
3. If selected for an interview, we will ask for a list of three references, one of which should be a past employer.

Applications must be received by 9:00am September 23rd, 2024. Incomplete applications will not be considered. IAE will not sponsor H1B visas. Non-U.S. residents must also include a

copy of their work visa. Applications considered upon receipt. Get yours in soon!

Email materials and/or questions with subject line – **PPE2 Corvallis** - to:
humanresources@appliedeco.org

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