



Institute for Applied Ecology

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

Ecological Education Coordinator 2 Job Announcement

Job Title: Ecological Education Coordinator 2

Office Location: Corvallis, Oregon

Status: Regular, full-time

Compensation: \$26.25/hr. plus benefits

Closing date: open until filled

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 will be required.

Our Organization: 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. We fill a unique niche among nonprofits and work with a diverse group of partners including federal, state, and county agencies and municipalities to accomplish our mission. We maintain an open and convivial office environment with over 20 regular staff in our main office in Corvallis, OR and a branch office in Santa Fe, NM. We are committed to diversity and equity in our work place and the communities we serve.

Our Department: The Ecological Education Program at the IAE offers educational opportunities for students of all ages from K-12 to adult community members and specialty audiences, such as teachers or 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.

Projects: This position is primarily responsible for developing, coordinating, and producing content related to the Park-ify Your Yard project. Additional tasks associated with this role are shared among other department staff from our Corvallis office and associated with our Conservation in Prisons programs and in teaching at two Juvenile Detention facilities nearby. For this reason, there is some flexibility in the exact duties of this role. Job duties will also fluctuate seasonally, but here is a general breakdown of what to expect out of the work:

Project Coordination - 60%

Park-ify your yard - Park-ify will engage neighborhood association members to create a peer network focused on increasing the prevalence of native plants in urban landscapes. This program is your primary responsibility, working closely with the Program Director and Corvallis staff for its development. Your expertise and creativity in developing unique training assets (social media, photography, videography, digital storytelling) and in active listening with community members will make this program fly! Some portion of your work with this could include grant writing with support.

Conservation in Prisons - 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 the Taylor's Checkerspot butterfly, released just before pupae are formed. Our Corvallis staff visit often (for captive rearing, less often for plant growth) to provide training and other ongoing support for the program. Role TBD as needed.

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. Corvallis staff collaborate with our remote staff on program-wide projects. This may include bulk ordering for supplies or subbing in when needed, role TBD.

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. 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, 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 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

- Through storyboarding, design and develop unique and interesting online assets slated for release through social media channels.

- Consult with Ecological Education Program Director to design and develop website to house these outreach trainings.
- Conduct active listening sessions with neighborhood associations to determine the future need for training and efficacy of those produced.
- Report on metrics of social media success; adjust efforts accordingly.
- Develop expertise in the growth and development of native plants in home landscapes including watering requirements, plant care, ecological connections, and design considerations for home landscapes.
- 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.
- Potential to supervise specific staff, volunteers and subcontractors, and participate in the hiring of contractors.
- 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 an 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 and with video/voice editing software.
- Demonstrated proficiency in the development of social media output - good photography, videography, interviewing skills, etc.
- Experience in website editing
- 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 June 7th, 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 – **EE2 Corvallis** - to:
humanresources@appliedeco.org

IAE supports 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.