



*Dedicated to the conservation of native species and habitats
1850 Old Pecos Trail, Suite I, Santa Fe, NM 87505*

The Institute for Applied Ecology (IAE) is a non-profit organization founded in 1999 with a mission to conserve native species and their 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.

Our Southwest Office (IAE SW) works in New Mexico and Arizona. We cultivate partnerships to facilitate large-scale, regional conservation projects, develop ecologically appropriate sources of native seed, offer native species education opportunities and materials, provide technical assistance to restoration and management planning and implementation, and conduct on-the-ground habitat restoration and applied research.

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.

Southwest Education and Outreach Coordinator

Start Date: May 20, 2024

Location: Santa Fe, NM

Status: Regular, full-time, exempt

Job classification: Education and Outreach Coordinator II

Supervisor: Assistant Branch Director

Deadline to apply: Sunday, March 17, 2024

Compensation: \$26-27/hour

Plus, competitive benefits package, travel expenses associated with overnight work (food and lodging), paid holidays, and sick leave.

Position Description

IAE's Southwest Branch office supports the conservation, restoration, and recovery of New Mexico's diverse biological resources in New Mexico and Arizona. Our Education and Outreach Coordinator position is a hybrid role split between ecological education programs and outreach to local Southwest communities to further advance IAE's mission. We offer educational opportunities for a variety of audiences, from K-12 students to volunteers and adults in custody. We work with federal agencies, nonprofit partners, schools, and community members to deliver education focused on connecting people with nature. The Southwest Education and Outreach Coordinator organizes events and formal and informal educational opportunities, manages volunteers, curates newsletter and social media content, designs graphics for outreach materials, and develops curricula on native plants and pollinators. This is a dynamic position that includes a combination of place-based education programs, classroom-based instruction, and office work, and interfaces with SW projects in restoration, rare

plants, pollinators, and native plant materials. The Coordinator is expected to manage budgets, facilitate partner meetings, and engage with diverse audiences, including Latine and Pueblo communities. IAE's Ecological Education program has resources and experience to support new staff working in a prison environment and with the Department of Corrections.

Specific Responsibilities

Project management (40%)

- Manage budgets and timelines for multiple projects simultaneously; projects may include:
 - Forest Bound, an outdoor immersion program in native plant ecology and conservation skills for teens in the Santa Fe and Cibola National Forests
 - Conservation in Prisons New Mexico, a partnership with a local correction facility to provide horticultural training to adults in custody and grow plant materials for restoration
 - Volunteer and outreach events (fundraising events, tabling, seed cleaning and restoration volunteer events, etc.,)
- Plan, facilitate, and provide follow-up for group or public meetings
- Coordinate or supervise others
 - Coordinate volunteer program
 - Lead students and members of the public in formal and informal educational settings
 - Communicate and coordinate with Department of Corrections staff
- Collect, enter, and implement data QA/QC with some supervision
- Contribute to program funding by writing or contributing substantially to grants/proposals

Community and partner outreach (30%)

- Lead public and outreach engagement
- Contribute to IAE newsletters, blogs, and other written materials
- Create social media content and manage accounts
- Efficiently and independently develop materials in Canva or Publisher/PowerPoint
- Create reports for partners, Board members, and Executive Team members

Curricula development and delivery (15%)

- Develop and deliver lessons on native plants and pollinators, including but not limited to: Southwest ecology, rare plants, and at-risk species
- Develop and deliver lessons on horticulture and plant materials, covering topics including but not limited to: mixing soil, sowing seeds, thinning, watering, daily plant care, seed collection, boxing up, and data collection
- Develop curricula that accommodates diverse learning styles, assesses student outcomes, and strengthens student engagement
- Manage multiple groups within a particular lesson/event independently
- Independently incorporate DEIJ materials and modules into the content of lessons and classroom delivery

Plant identification and materials development (10%)

- Use basic methods of plant identification, including dichotomous keys and major plant families
- Work independently to make decisions regarding plant care with minimal input from supervisor
- Implement common on-the-ground plant production activities such as weeding, watering, filling containers, applying fertilizer

Other duties, as assigned, which may include the following (5%):

- Support monitoring or outplanting efforts
- Assist with other SW projects as requested

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.

Minimum Qualifications

- A positive attitude with an interest in ecology and botany
- Organized and detail-oriented
- Basic computer skills
- Self-motivated and able to work independently with limited supervision after initial training period; must be capable of performing well in an office setting and outdoors
- A minimum of three years of experience creating and delivering educational lessons and two years of experience in science, conservation biology, botany, or ecology
- Effective oral and written communication skills, including familiarity with Microsoft products (e.g., Word, Excel, Powerpoint), Canva, and/or Adobe Suite products
- Experience with project management, including budget and timeline management
- Proven ability to problem-solve and be resourceful with limited time and funding
- Experience creating social media content
- Interest and experience in working with youth and adults from diverse backgrounds and communities
- Ability to conduct frequent bending, kneeling, and standing and lift 25 pounds

Preferred Qualifications

- Familiarity with basic plant ecology, including major families and botanical vocabulary
- Knowledge of plants of the Southwest
- Knowledge of native plant production and/or good greenhouse practices
- Experience working with a variety of partners and audiences, including federal agencies, nonprofits, K-12 students, and community members
- A valid driver's license with the ability to drive a 4WD vehicle
- Written/oral proficiency in Spanish
- Skills and experience in graphic design and layout
- Website design or management

How to Apply

Please email the following documents as a single PDF to katysilber@appliedeco.org by **11:59pm, Sunday, March 17th, 2024.**

- Brief cover letter describing your interest in the position and how this position aligns with your goals and experiences.
- Resume identifying relevant experience. *Paid or unpaid experience.*

We also ask that you answer all questions in the [online application form](#). The contact information of 2 – 3 references can be provided on the online application form but can be changed at any time in the hiring process. References will be contacted upon completion of the interview.

If you have any questions or concerns, please refer to our [FAQ](#) or direct them to humanresources@appliedeco.org and we will get back to you as quickly as possible.