



Institute for
Applied Ecology

*Conserving native species and habitats through
restoration, research, and education*

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Coordinator for Sagebrush in Prisons and Native Seed Partnership Job Announcement

Job Title: Sagebrush in Prisons and Native Seed Partnership Coordinator

Office Location: Lander/Riverton, Wyoming

Status: Full time

Supervisor: Ecological Education Program Director

Compensation: \$23-25/hr depending on experience, plus benefits

Closing date: Open until filled, get your application in now! Applications will be evaluated as they are received.

Expected start date: ASAP

Term: 2-3 years possibility for extension depending on funding and staff needs

POSITION SUMMARY: The Institute for Applied Ecology seeks a full-time project coordinator in its Ecological Education program to assist with: 1) facilitating and coordinating the Sagebrush in Prisons Project at the Wyoming Honor Farm and 2) facilitating and coordinating a new native seed partnership in Wyoming. Half of the work involves communicating with Wyoming Department of Environmental Quality Abandoned Mine Land (WDEQ-AML) Division, Bureau of Land Management (BLM) and WY Department of Corrections (DOC) staff to coordinate and facilitate growing sagebrush with incarcerated adults at Wyoming Honor Farm, and providing educational lectures and lessons related to sagebrush. Approximately 31K sagebrush plugs are grown on the grounds of the prison. Crew members are also involved in collecting seed and planting out sagebrush at the end of the season. The Wyoming Native Seed Collaborative Coordinator coordinates with the WDEQ-AML Division, BLM, and is responsible for building, facilitating and coordinating a new native seed partnership in Wyoming. This could include working with the Nature Conservancy, other state of Wyoming agencies, NGO's, consultants, native plant growers, seed distributors, extractive industries, wind energy, University of Wyoming extension offices and others. Such a partnership is needed to increase the availability and affordability of genetically diverse and ecologically appropriate native plant materials for habitat restoration on a landscape scale through a coordinated approach, bringing together land managers, restorationists, and growers. In the long term, providing a stable marketplace for both growers and land managers is a key outcome.

ABOUT US: The [Institute for Applied Ecology](http://www.appliedeco.org) 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 approximately 50 regular staff in our main office in Corvallis, OR, field office in Santa Fe, NM and in remote positions in over 5

states. We are committed to diversity and equity in our work place and the communities we serve. Please see our [mission and diversity statements](#).

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.

VACCINE REQUIREMENT: In compliance with federal guidelines, IAE has a mandatory COVID-19 vaccination policy. All employees are required to submit proof of vaccination prior to employment. Employees may request exceptions and reasonable accommodations for medical reasons or sincerely held religious beliefs. Any offer of employment will be contingent on complying with this policy.

JOB RESPONSIBILITIES

- Manage Sagebrush in Prisons (SPP) program within the Wyoming Honor Farm. This includes building and maintaining connections with partners and funders. Adapt to changing project needs and conditions.
- Be the go-to expert in plant propagation of plants in the project including all aspects of plant growth and development including sowing, watering regimes, daily plant care, Integrated Pest Management, seed collections, data collection, and prep for plant outs.
- Design and deliver classroom and field trip lessons to prison audiences, develop curriculum, design and manage educational evaluations, and process, analyze, and report data.
- 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. Coordinate with WDOC officials for press releases.
- Other duties as assigned, which may include conducting tours, workshops and presentations for funders, partners, and the public, and participating in inter-department education programs.
- Serves as point of contact for partnership members to build and maintain relationships with federal, state and local, and nonprofit entities whose work overlaps with the partnership
- Coordinate and facilitate partnership, subcommittee, and individual partner meetings
- Participate in seeking and applying for grant funding to acquire ongoing funding for partnerships.
- Engage stakeholders to identify species for native seed increase
- Assist with the development of a strategic plan for regional plant materials
- Generate and disseminate information to partnership members through emails and reports
- Coordinate and track partner seed production, tracking or trading with potential to build sales model.
- Additional duties may include:
 - Participate in professional development and skill building workshops including grant writing, database/geodatabase and Seeds of Success training, plant identification workshops, etc.
 - Assist with wild seed collection and production as needs arise.
 - Maintain accurate records of work and ensure that data are entered correctly.

- Collaborate with other IAE programs as needed.
- Out-of-town travel may be required as needed to complete these tasks.

Qualifications

- Bachelor's degree in a natural resources or nonprofit management-related field.
- Fluency with standard office-based software and technology (e.g., Microsoft Office suite, including Word, Excel, PowerPoint, Access; Google Suite).
- Experience with teaching, leading meetings, facilitation, and group coordination.
- Strong, demonstrated background in oral and written communication.
- Skills and experience with website management (Wordpress) and email marketing.
- Skills and experience in basic map-generating software (ArcGIS) and database software (Microsoft Access).
- Experience with writing and receiving grants.
- Experience with horticultural production practices and plant identification.
- Great people skills, outgoing, energetic, and flexible.
- Highly organized. Ability to manage multiple/complex objectives.
- Current valid driver's license.
- Requires successful completion of a background check of driving record.

Qualifications that are preferred but not required

- Master's degree in a natural resources or nonprofit management-related field.
- Background in marketing or economics.
- Knowledge of restoration organizations and seed-based restoration.
- Understanding of native plant genetics and local adaptation.
- Skills and experience in graphic design and layout.

Funding for this position is secured for two years of employment. However, there is a possibility to continue this position after this time, depending on staffing needs and funding availability.

HOW TO APPLY

To apply for this position:

1. Complete the [job application form](#)
2. You will need the following information:
 - a. Your contact information
 - b. When you would be available to start work
 - c. Contact information (phone and email) for three professional references (including past employers)
 - d. Answers to specific online questions (we recommend you complete these offline, then paste into the application form) as noted in the link above.
3. Email your resume, cover letter, and a writing sample (for example, grant proposal, blog post, class paper, etc.) to jobs@appliedeco.org with the subject line "Seed Partnership Coordinator."

Questions may be addressed to:

Karen Hall: karenhall@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.