



**Pollinator Partnership Urban Agriculture Associate
Ohio and Michigan (2 positions available)**

Application Deadline: Review of applications will begin on **December 15, 2023** and will continue until suitable candidates are identified.

Anticipated Start Date: January 15, 2024

Location: Flexible/remote within Ohio or Michigan, preferably near an urban center

Pollinator Partnership (P2) is looking for two experienced and passionate professionals who possess the skills to lead and advance sustainable urban agriculture in Ohio and Michigan. There is one full-time (FT) Project Coordinator and one part-time (PT; 50% FTE) Outreach Coordinator position available. These individuals will work together to consult with urban and underserved growers and develop a guide for best management practices relating to pollinator support in urban agriculture, create demonstration habitat and conduct field days, promote USDA's NRCS Farm Bill programs, and facilitate peer to peer urban agriculture support networks. These individuals will work with NRCS staff and their partners, as needed. This position will provide outreach, education, and technical assistance to a diversity of private landowners and partner organizations to accelerate adoption of pollinator and other wildlife conservation practices in urban agricultural settings. Coverage area will primarily be focused on an urban center in each of the respective states. Candidates should be detailed and team-oriented professionals, have a strong work ethic, and be committed to the mission and values of P2.

Principal Responsibilities and Tasks:

The Project Coordinator (FT position) is responsible for the following duties and others as assigned:

- Develop P2's relationships and foster new partnerships with urban 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 underserved farmers managing urban farms and to underserved agricultural and community organizations.
- Coordinate and conduct in-person and virtual workshops (trainings, field days, etc.) and peer-to-peer support networks for underserved urban and small farm communities in participating cities.
- Identify and coordinate with urban farm ambassadors to establish select IPM/pollinator supporting conservation practices to serve as demo sites for field days, workshops, and mentorship activities.
- Gain familiarity and expertise with Ohio and Michigan specific NRCS programs and staff points of contact.
- Survey existing resources and work with partners to develop an urban agriculture guide relating to supporting pollinators, practicing IPM, and utilizing Farm Bill programs in these unique and sometimes challenging landscapes.
- Supervise the project PT staff
- Accelerate conservation program enrollment by working with NRCS, P2 contacts, and other partners.
- Provide technical assistance for conservation practice implementation in urban agriculture (pollinator habitat focus).
- Coordinate and routinely communicate with P2 colleagues, NRCS State, Area, and Field Office staff, and key partners in Ohio and Michigan regarding project activities and status updates

The Outreach Coordinator (PT position) is responsible for the following duties and others as assigned:

- The individual in this position will have similar responsibilities as the FT position above, but will work with and under the direction of the FT Associate.

Required Knowledge, Skills, and Abilities:

Candidates for both positions (FT and PT) should possess the following minimum qualifications:

- Ability to build trust and communicate clearly and effectively with farmers, landowners, and partners in a

POLLINATOR PARTNERSHIP

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.
- Knowledge of the ecology of bees, butterflies, other pollinators, and natural enemies of crop pests.
- 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.
- Plant identification skills, with specific familiarity with forbs, shrubs, and trees most beneficial to pollinators.
- Knowledge of conservation and wildlife habitat programs provided by federal, state, & local entities. In addition, knowledge of how these programs are implemented in an urban agricultural landscape is desired.
- Understanding of regional urban 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.
- Understanding of the challenges faced by historically underserved Black, Hispanic/Latinx, Indigenous, and other communities of color or underserved groups.
- 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 more than twenty adults.
- Comfortable working outside, willing and able to work across various habitat settings.
- Ability to travel throughout home region (with occasional travel to other parts of the state) to conduct site visits and workshops.
- Proficiency with Microsoft Office and Google Suite (Excel, Word, PowerPoint, Google Drive, etc.).
- Valid driver's license required; use of personal vehicle required with a mileage reimbursement provided.
- As a remote employee, individuals will need computer access and a workspace.

Education and Experience Preferred: A combination of training and/or experience that will enable the applicant to possess the required knowledge, skills, and abilities. A Bachelor of Science Degree in Wildlife Management or closely related natural resources field with a minimum of 2 years related experience is required. Proven experience working with USDA Farm Bill programs is highly preferred. The ideal candidate will exhibit a balance of technical knowledge and interpersonal skills required to implement voluntary conservation programs on private lands. Practical and/or professional experience in urban farming and agricultural disciplines is highly beneficial. The successful applicant must enjoy working with private landowners and producers to achieve their conservation objectives.

Schedule, Compensation, and Benefits:

- 1. Project Coordinator, Full-time:** salaried, exempt position, scheduled to work ~40 hours/week with some scheduling flexibility. Beginning salary range \$48,000-\$52,000, commensurate with experience. Travel, lodging, mileage, and per diem expenses will be reimbursed, but are not to exceed a set 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.
- 2. Outreach Coordinator, Part-time:** hourly position at 1040/year, approximately 20 hours/week with some scheduling flexibility. Beginning salary range \$20-\$22/hr, commensurate with experience. Travel, lodging, mileage, and per diem expenses will be reimbursed, but are not to exceed a set amount. This position does not include benefits.

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.



Duration: These positions are under a 3-year grant-funded program running until December 2026 and may continue depending upon availability of funds.

How to Apply: Interested candidates should combine their cover letter, resume, and contact information for 3 references into one PDF using the following naming convention "Last Name_Urban Agriculture Associate" and apply by filling out the form at the link here: <https://form.jotform.com/233207156016144>