



Institute for Applied Ecology

Dedicated to native ecosystem conservation, research, and education

1850 Old Pecos Trail, Suite 1, Santa Fe, NM 87505

Southwest Education and Outreach Coordinator

Job title: Education and Outreach Coordinator 1

Office location: Santa Fe, New Mexico

Status: Regular, full-time

Supervisor: Southwest Branch Director

Compensation: \$22-23/hour, plus paid health care, sick leave, PTO and retirement benefits

Application period: April 29, 2022 - May 15, 2022

Preferred start date: Monday, June 6, 2022

About Us: The [Institute for Applied Ecology](#) (IAE), a non-profit organization, has been actively engaged in the conservation of native species and habitats through restoration, research, and education for over 20 years. We fill a unique niche in this field by working with a diverse group of partners including federal, state and county agencies and municipalities to accomplish our mission. 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.

Position Description: IAE Southwest seeks to hire an Education and Outreach Coordinator to lead ecological education programs and coordinate outreach and volunteer events, primarily in the Santa Fe – Albuquerque area. This position is ideal for an educator who enjoys leading and supporting a diversity of projects in education, conservation, and outreach. Our education and conservation projects are based in botany, ecology, and horticulture, with a hands-on and outdoor focus. In addition to leading education programming for the SW office, the Education and Outreach Coordinator will work with IAE staff across programs and offices to expand our mission through volunteer events and community engagement.

Responsibilities:

Core responsibilities of this position include coordination or supervision of others, project management, writing, and grant proposal preparation. Specific responsibilities include:

- Lead Forest Bound, an outdoor immersion program in native plant ecology and conservation skill building for teens
- Lead the NM Nature in Prisons project, a partnership with a local correction facility to provide horticultural training and plant materials for restoration

- Lead IAE SW public outreach and engagement
- Plan and facilitate events (i.e., tabling, fundraising, workshops, volunteer days)
- Coordinate volunteer program
- Curricula development
- Outreach material development/design including presentations, blogs, social media, flyers, press releases
- Liaison for the IAE development team and SW education community
- Fundraising for education programs; grant writing and foundation, private donor relationship building

Qualifications:

- A minimum of 3 years of educational teaching experience (formal or informal), and 2 years of experience or education in science, conservation biology, botany, or ecology
- Strong organizational skills and attention to detail. Ability to manage several projects simultaneously
- Fluency with standard office-based software and technology (e.g., Microsoft Office suite, including Word, Excel, PowerPoint; Google Suite)
- Positive attitude, flexible, creative, curious
- Ability to lift 25 pounds
- Excellent oral and written communication skills, including communicating technical material to a nontechnical audience
- Ability to work with people from all walks of life, including youth at risk and adults in custody
- Able to pass a background check and Department of Corrections background check
- Current valid driver's license, and willingness to transport students to teaching sites in an IAE furnished vehicle

Preferred Skills:

- Botanical experience, knowledge of New Mexico native plants a plus
- Previous experience coordinating events and working with volunteers
- Experience with plant propagation
- Experience with developing or implementing curricula
- Skills and experience in graphic design and layout
- Website design or management
- Experience or willingness to prepare grant proposals
- Interest or experience in leading Diversity, Equity, Inclusion and Justice initiatives

Vaccine Requirement:

IAE has a mandatory Covid-19 vaccination policy. All employees are required to submit proof of vaccination prior to employment. Applicants may request exceptions and reasonable accommodations for medical or religious reasons. Any offer of employment will be contingent on complying with this policy.

How to Apply:

To apply for this position, please submit the following **as a single pdf**:

- o Brief cover letter describing your interest in the position and stating when you would be available to start work.
- o Resume identifying any relevant experience (paid or unpaid)
- o Contact information (phone and email) for 2-3 professional references (including past employers/supervisors).

Email application materials to swjobs@appliedeco.org with subject line “SW Education and Outreach Coordinator” no later than Sunday, May 15th, 2022

Questions?

Please direct any questions about the application process or position to swjobs@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.

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.