

JOB ANNOUNCEMENT

Position: Program Coordinator

Location: Remote

Duration: Part time Term

Estimated Hours: 20 - 30 hours per week initially (possibility of becoming full time based on fundraising and employee performance)

Compensation: \$19.50 - \$21.63 per hour, (depending on experience; possibility of increased compensation based on fundraising and employee performance)

Application Deadline: Open until filled

TO APPLY

Please send a cover letter, resume, and three references via email to: admin@southernrockiesseednetwork.com. No phone calls please.

POSITION OVERVIEW

The Southern Rockies Seed Network (SRSN) seeks a part-time program coordinator to manage current projects, grants and fundraising. Established in 2014, SRSN provides an exciting opportunity for professional growth and to work among a diverse range of federal, state, and local partners and industry representatives to create a sustainable solution to native plant materials development in the Southern Rockies Ecoregion. This position will oversee the Strategic Seed Reserve Program, manage and assist with fundraising activities, and other duties as outlined below.

ORGANIZATIONAL BACKGROUND

Responding to an ever-increasing need for strategic and collaborative restoration planning, the Southern Rockies Seed Network became established as a 501(c)3 organization to fulfill our mission: “*To preserve the genetic integrity of our native flora through collaborative planning for plant materials development.*” The Southern Rockies Seed Network works to serve the High Plains, Northwestern Great Plains, and Southern Rockies ecoregions as a priority. Program activities include building and sustaining a regional grower’s network, plant materials collection and processing, planning annual partnership meetings, providing education, outreach, and training, fundraising, and facilitating the production of seeds and other plant materials for network partners.

The Strategic Seed Reserve (SSR) Program is a partnership to create resilient ecosystems through the increased propagation and use of native plant materials along Colorado’s Front Range. It is a collaborative program that has support from over 41 unique organizations and entities along Colorado’s Front Range from local, state and federal agencies, the seed industry, watershed coalitions, non-profits and private individuals. This program has just begun Phase II, the creation of an operational and implementation plan. This position will manage this process throughout 2021.

GENERAL RESPONSIBILITIES

1. Program management, communication, and partnership coordination for the Strategic Seed Reserve Program 60%
2. Grant writing and other fundraising activities: 30%
3. Oversee a planning committee to carry out the annual SRSN annual meeting: 10%

QUALIFICATIONS

The following qualifications should be *clearly* indicated in your resume.

Required Qualifications/Skills

- Min. 2 years experience in project and/or program coordination;
- Self-directed, with a track record or proven ability to coordinate and manage complex programs;
- Experience with fundraising, including grants, direct solicitations to partners and private funders, and other fundraising efforts;
- Positive attitude, ability to communicate professionally (written and orally) with a diversity of partners;
- Highly proficient with computers and basic office related software (MS office, databases, spreadsheets, word processing, etc.);
- Ability to work independently and as part of a team;
- Proven ability to work professionally with land management agencies, private land owners, industry representatives, farmers, and/or nurseries;
- Strong work ethic and conservation values; and
- Energetic, flexible, professional, and self-directed.

Desired Qualifications/Skills

- Program coordination and management;
- On the ground experience implementing ecological conservation, restoration, farming, horticultural, botanical or other natural resource projects;
- Working with/for non-profit organizations;
- Degree and/or experience in natural resources management (or similar), horticulture, agriculture, ecology, botany, or related field.

Equal Opportunity Employer

The Southern Rockies Seed Network is an Equal Opportunity Employer and protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), sexual orientation, or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.