



Project Wingspan: Golden State

Project and Volunteer Coordinator (full-time)

Application Deadline: March 5, 2025

Anticipated Start Date: Following acceptance of the offer, as soon as arrangements can be made.

Location: Flexible/remote within or near the following counties: Alameda, Marin, San Mateo, Sonoma, Napa, Lake, Contra Costa, and Mendocino.

Pollinator Partnership (P2) seeks to hire a motivated and detail-oriented individual in Northern California to serve as Project and Volunteer Coordinator to accomplish native, ecotypic seed collection and volunteer programming in target counties. The Project and Volunteer Coordinator will provide programmatic support for P2's Project Wingspan: Golden State (PWGS), a collaborative pollinator habitat initiative with numerous partners across a multi-county region. PWGS is a multi-component project to address the alarming decline in pollinators and the fragmentation of habitat through wild seed collection, technical training, and distributing plant materials to enhance long-term habitat. This project is part of the [Project Wingspan](#) series of programs.

About Pollinator Partnership:

Pollinator Partnership is a 501(c)(3) nonprofit organization whose mission is to promote the health of pollinators, critical to food and ecosystems, through conservation, education, and research. As the world's largest organization devoted exclusively to the preservation of the birds, bees, butterflies, beetles, and bats, P2 plays a key role in preserving terrestrial ecosystems, promoting agricultural productivity, and enhancing local communities through pollinator-centered work. P2 has been actively supporting the conservation and protection of pollinators throughout North America since 1996. Pollinator Partnership Canada (P2C), established in 2013, is P2's sister organization, and the two groups work seamlessly together across borders. A multifaceted approach using science; habitat preservation and creation; policy outreach; and public education has helped P2 achieve our goals in pollinator conservation. For more information, visit www.pollinator.org.

Primary Duties and Responsibilities

This position is primarily office-based (75% office/25% field and outreach) and requires computer and internet access. The Project and Volunteer Coordinator is responsible for the following duties, and others as assigned:

- Collaborate with partners and project lead to develop and manage a seed collection network in the target counties
- Promote seed collection training and volunteer opportunities
- Identify, assemble, and track seed collection teams
- Recruit active pollinator habitat sites through a habitat survey
- Work with and report to project lead
- Assist project lead in planning and carrying out in-person and virtual training events

POLLINATOR PARTNERSHIP

- Assist volunteer team leads and partners to identify seed collection sites and obtain permits or permissions for collection events
- Scout collection sites to monitor readiness for collecting
- Provide technical support through in-person habitat consultations with landowners
- Communicate with volunteer team leads on all matters related to seed collection (events, shipments, etc.)
- Communicate with partner nursery as needed
- Assist with distribution of plant materials to qualified projects
- Assist project lead in tracking pollinator habitat resources across the project area
- Manage time efficiently and work independently
- Organize and manage travel within a set budget
- Attend regular project planning and check-in calls
- Collaborate with other P2 program staff
- Leverage P2 partnerships to promote similar efforts among networks

Required Knowledge, Skills, and Abilities:

The Project and Volunteer Coordinator should possess the following minimum qualifications:

- Strong organizational skills, time management, and attention to detail, with demonstrated ability to manage demanding workloads.
- Ability to work independently with little supervision and with diverse clientele. Must be a motivated self-starter with strong interpersonal skills.
- Ability to build trust and communicate clearly and effectively through written and verbal methods with volunteers, colleagues, landowners, and partners.
- Some knowledge of plant and wildlife ecology, grassland, wetland, and early succession plant identification and habitat management.
- Proficiency with Microsoft and Google Office Suite (Excel, Word, PowerPoint, Outlook, etc.).
- On a rare occasion, multi-day travel may be required
- Valid driver's license and clean driving record; occasional use of personal vehicle required with a mileage reimbursement provided.
- As a remote employee, individuals will need computer access and a stable workspace

Preferred Knowledge, Skills, and Abilities:

- Degree in natural resource management, biology, botany, ecology or related field, or equivalent related experience
- Experience in conservation partnerships, pollinator habitat restoration, volunteer management, and technical training highly preferred
- Experience with volunteer or community engagement
- Experience and knowledge regarding seed collection and California native plant species
- Knowledge of pollinator biology and habitat management
- Experience conducting wildland native seed collection, including identifying, scouting, mapping, monitoring, harvesting, processing, storing, and accessioning native seeds



Working Conditions and Technical/Physical Requirements:

- Must have the ability to input data, read computer screens and printed material, and communicate effectively in-person, via phone, videoconferencing, and over e-mail.
- Ability and willingness to work varied or extended hours as needed, and travel occasionally on behalf of P2.
- Primarily sedentary work, but also requires standing, walking, stooping or crouching, kneeling, reaching, pushing, grasping, lifting, and hearing
- Ability to navigate in natural environments and work outdoors in various weather conditions
- Physical stamina as needed for extended periods of hiking and bending

Schedule and Compensation: This position is full-time, at an average of 40 hours per week. The hours worked per week are flexible within the working day, upon agreement between employee and supervisor. The salary is \$57,000/year, paid on an hourly, non-exempt basis and is eligible for overtime pay per California overtime laws. All approved travel and authorized project related purchases at cost will be reimbursed. This position also includes a generous benefits package: twelve paid holidays, paid time off, fully paid health, vision, life, and dental insurance, option to participate in a retirement program, and a flexible work environment.

Duration: This position is under a two-year grant funded program and may be extended depending on 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_PWGS Project and Volunteer Coordinator**” and apply by filling out the form at the link here:

<https://form.jotform.com/250216118026142>

Pollinator Partnership is an equal opportunity employer. P2 offers equal employment opportunities without regard to race, color, gender, religion, age, nationality, social or ethnic origin, sexual orientation, gender identity or expression, marital status, pregnancy, disability, veteran status, or any other characteristic protected by law.