Monarch Joint Venture Job Posting

Position Title: Program Coordinator, Central Flyway Habitat

Location: Must be based in one of the following states: IA, IL, IN, KS, MN, MO, OH, OK, TX, WI; Office in St. Paul, MN, remote or hybrid.

Compensation: $45,000 - $55,000; full-time with benefits and flexible work environment

Start Date: January 2023

Priority Application Deadline: November 14, 2022; open until filled

Travel Required: Local/regional travel likely; national (air) travel required for 1 to 2 main events per year

Position Summary: Join the growing team of the Monarch Joint Venture (MJV), a nonprofit dedicated to protecting monarchs and their migration by collaborating with partners to deliver habitat conservation, education and science across the United States. The Program Coordinator, focused on central flyway habitat, coordinates, develops, and delivers pollinator habitat resources and technical assistance for the eastern monarch population. While the MJV works across many land cover types, the current primary emphasis is supporting managers of private working lands and regional agricultural stakeholders to create and sustain pollinator habitat. This position reports to the Associate Director.

Learn more about the mission, vision and values of the MJV on our website [here](#).

Primary Responsibilities:

- **Habitat Services (60%)** - Working with stakeholders throughout the eastern monarch's central flyway: Provide technical guidance or consultation to landowners of private working lands on pollinator habitat projects; develop site conservation plans; generate more interest in pollinator habitat opportunities from central flyway constituents; conduct habitat surveys and train landowners in monitoring techniques to evaluate pollinator habitat, including baseline information and follow-up effectiveness monitoring; provide virtual habitat support and guidance via MJV’s Pollinator Habitat Help Desk.

- **Habitat Partnerships (10%)** - Foster a collaborative network of land managers and relevant stakeholders interested in habitat implementation.

- **Habitat Resource Management (15%)** - Develop, update, or uplift existing resources to support habitat and conservation objectives; support content development for the Farmers for Monarchs Facebook page and Farmers for Monarchs website; give conservation and habitat presentations.

- **Grant Writing/Reporting (5%)** - Provide strategic direction and support for new habitat-focused funding opportunities, and track project deliverables and outcomes for grant reports.

- **Budget Management (5%)** - Track habitat project expenses and project budgetary needs for MJV’s regional habitat initiatives.

- **Strategy (5%)** - Support strategy development for MJV’s regional habitat initiatives that fits within MJV’s overarching conservation strategy and JEDI framework.

- **Other duties as assigned**
Required Qualifications:

- **Valid Driver's License** and willingness to drive to sites within 2 hours of home location for field visits; while not required, access to a reliable vehicle is also preferred.
- **Habitat Conservation/Restoration Experience** - A minimum of two years of relevant experience (or a related degree), including experience with Farm Bill conservation programs.
- **Agriculture Experience** - A minimum of two years of agriculture related experience and demonstrated relationships with agricultural stakeholders.
- **Facilitation and Coordination Experience** - A demonstrated ability to effectively engage and organize various stakeholders to accomplish common habitat goals.
- **Communication Skills** - Demonstrated communication skills, including verbal communications, writing, and ability to use appropriate communication technologies with a variety of audiences.
- **Adaptability** - Self-motivated ability to work independently and collaboratively with internal and external stakeholders under general guidance from manager.
- **Workload Management** - Demonstrated ability to set and maintain manageable priorities and forward progress for multiple responsibilities.
- **Strategic Thinking** - Demonstrated ability to think strategically about sustainability and growth of the MJV’s habitat initiatives.
- **Problem Solving** - Demonstrated ability to use critical thinking to seek out, identify, and communicate solutions to challenges as they arise.
- **Technology** - Proficiency using Google suite, Microsoft Office Suite, and other relevant technology systems.

Preferred Experience*:

- Knowledge of regional flora, esp. on prairie landscapes east of the Rocky Mountains
- Work with monarchs/pollinators
- Ability to relate to and work one-on-one with landowners to provide quality technical assistance
- Social media management
- Habitat monitoring and/or field survey techniques.
- Community science training and outreach - virtual and/or in person
- GIS experience

*You do not need to have all of these qualifications to apply, but please highlight any of these experiences that you have.

Equal Opportunity Employment: The Monarch Joint Venture (MJV) is an equal opportunity employer. As such, MJV 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. These opportunities include all terms, conditions, and privileges of employment, including but not limited to recruiting, hiring, job placement, training, compensation, benefits, discipline, advancement, and termination. All employees are expected to adhere to this policy.

The Monarch Joint Venture is an at-will employer. 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.

How to Apply
● Submit a single PDF document titled “LastName FirstName_Central Flyway Habitat Program Coordinator” that includes:

1) Your resume (1-2 pages max)
2) Responses to the following three prompts (NO COVER LETTERS will be accepted; responses should not exceed five sentences per prompt):

   A. Describe your familiarity and experience working with Farm Bill and/or other conservation habitat programs.

   B. Describe a project or experience where you’ve successfully engaged a client, stakeholder, or collaborator to adopt a new practice or approach to something. How did you approach them to help them understand your goals and find common ground aligning with their goals and expectations? What was the outcome?

   C. Describe a time that you faced failure or a problem you found challenging. What were the steps you undertook to overcome the challenge or failed attempt?

3) The names and contact information for 3 references; please feel free to include a landowner that you’ve worked with as one of your references.

● Send application materials by email to jobs@monarchjointventure.org with the subject line “Central Flyway Habitat Program Coordinator Application”

What to Expect
Interviews will be conducted in two phases. Successful applications will first be invited to a brief introductory interview by Zoom with a single MJV staff member. A second longer interview with multiple staff and/or MJV board members will be invited for successful first interview candidates. References may be contacted after the second interview. While unlikely, a potential short third interview may be requested as needed in final decision making. All candidates will be notified via email if their application is no longer being considered.