



23-24 Tallgrass Prairie Center Position Descriptions

2412 W. 27th Street, Cedar Falls, IA 50614

This site is hiring to fill the following positions:

Position #1: Volunteer Coordinator, Natural Areas Management

Position #2: Communications Associate

Terms:

Position Type	Service Length	Hour Commitment	Living Allowance	Segal Education Award
Three-quarter-time (TQT)	11-mo	1,200 hours (28-30 hours/week)	\$18,000/term (\$1,636.36/mo)	\$4,826.50/term

Anticipated service schedule for this host site is **8:00/9:00 a.m. – 3:00/4:00 pm, Monday through Thursday or 8:00/9:00 a.m.-2:00/3:00 p.m. Monday through Friday**, with occasional nights and weekends as projects require.

Host Site Overview: The Tallgrass Prairie Center (TPC) at the University of Northern Iowa (UNI) in Cedar Falls, Iowa would like to host two eleven-month AmeriCorps members to help us expand our impact and manage the natural areas entrusted to us. We are looking for members who are passionate about environmental conservation and also want to apply and/or expand their skills in 1) mass communications, marketing, and networking or 2) natural areas management. Each position will offer AmeriCorps members professional development opportunities.

The Tallgrass Prairie Center is a nationally recognized center for ecological restoration of the tallgrass prairie ecosystem. Our mission is empowering people to value and restore resilient, diverse tallgrass prairie. We conduct research and provide technical support for roadside vegetation managers, farmers, conservation professionals, and native seed stakeholders. We are also responsible for the restoration and management of Irvine Prairie, a 77-acre prairie in Benton County, and 64 acres of university grounds near the TPC encompassing prairie, woodland, and native seed production plots. In early 2021, the TPC was given responsibility for management and promotion of the UNI Biology Preserves.

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GIA Performance Metrics *Members work in collaboration with the host agency and community partners to complete the following metrics based on grants that support the AmeriCorps program. Please note: each metric denotes program-wide totals*

- **Educational Programming** engaging participants in environmentally-focused lessons and activities [450 education events with 4500 individuals reached]
- **Community Outreach** engaging outside volunteers in service activities [380 outreach events with 2750 volunteers engaged]
- **Additional Direct Service Activities**
 - **Water quality related projects** [100 water quality related projects]
 - **Tree planting** [1500 trees planted]

Site Supervisor(s): Kristine Nemecek, Roadside Program Manager, and Laura Jackson, Director

Minimum Member Qualifications:

- At minimum members must be high school graduates, GED recipients, or working on attaining a high school diploma or GED during their term of service
- Be 17 years or older (*17-year-old applicants require parental consent*)
- Pass a national service criminal history check
- Hold one of the following citizenship statuses: US citizen, US National, Lawful Permanent Resident
- Have a valid driver's license

Position: Volunteer Coordinator, Natural Areas Management

Position Outline: While the TPC has much of the equipment and skills for management of the UNI Biology Preserves, the TPC lacks the capacity to recruit, train, and coordinate volunteers to help with the labor-intensive aspects of natural areas management. There is also a need to promote the enjoyment and appreciation of natural areas. The volunteer coordinator will implement these responsibilities.

Member Duties:

- Complete Green Iowa AmeriCorps performance metrics in collaboration with host site
- Maintain records of service projects in Green Iowa AmeriCorps Reporting Logs
- Submit Quarterly Reports of activities
- Maintain a detailed timekeeping record of service hours and activities
- Complete a Professional Development Project

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- Participate in mandatory AmeriCorps Trainings (Orientation and Life After AmeriCorps Training) and National Days of Service (MLK Day and September 11)

Orientation to TPC and associated UNI and community-based natural areas

- Study TPC website and publications to learn about TPC programs, projects, partners, and history
- Participate in staff meetings and Biology Preserves Committee meetings
- Visit and become familiar with campus preserves, Irvine Prairie and community natural areas; their plant communities, history, management plans and principal stakeholders
- Pursue relevant training on prescribed fire, herbicide application, chainsaw use, and natural areas management, and become proficient in the use of all safety equipment and procedure.

Natural Areas Management (Lead Role)

- Improve the diversity and resilience of TPC, campus and community natural areas through collaboration and volunteer coordination
- With guidance from the Biology Preserves Committee and TPC staff, implement strategies to increase awareness and use of the Biology Preserves and other University natural areas, including Irvine Prairie
- Build on the existing system for recruiting, training and coordinating UNI faculty, staff and student volunteers
- Communicate with stakeholders and partners to prioritize stewardship needs and maximize the effectiveness of volunteer work days
- Prioritize safety by seeking out appropriate training and consistently adhering to safety procedures; document all safety training of volunteers
- Communicate regularly with volunteers and show appreciation for their efforts
- Keep accurate records of management activities and contacts to maintain year-to-year continuity in spite of AmeriCorps and student turnover
- Augment Plant Materials program capacity by coordinating AmeriCorps members from other AmeriCorps host sites
- Coordinate with AmeriCorps Communications Associate

Education and Outreach (Supporting Role)

- Support TPC project managers and AmeriCorps Communications Associate with stakeholder communications, programming and events
- Develop and curate a collection of educational activities to be used by TPC staff, students, volunteers and AmeriCorps members
- With guidance from TPC staff, prioritize and respond to requests for prairie -related educational and community engagement activities as schedule allows

Additional related duties as they arise or assigned by Supervisor in coordination with TPC program managers

The ideal candidate will possess the following skills:

- Interest in ecosystem restoration and natural areas management
- Ability to walk two miles over level terrain carrying a 25-lb. pack

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- Able to obtain an Iowa Commercial Pesticide Applicator License (Category 6). (for control of invasive species) and S-130, S-180, S-190 certification for prescribed fire
- Strong organizational skills
- Small-team collaboration skills
- Strong interpersonal communication skills
- Attention to detail
- Safety-oriented
- Strong record-keeping and reporting skills
- Organized
- Self-motivated
- Punctual
- Accountable
- Passion for helping environmental causes
- Plant identification skills
- Experience with fieldwork such as invasive species control and prescribed fire
- Comfortable interacting with a variety of people from different backgrounds and age groups
- Comfort serving independently in rural and office environments
- Experience with event planning and use of social media
- Knowledge of Microsoft, Adobe, and G - Suite apps, including Google Calendars, Google Documents

Members can expect to gain the following skills/experiences in this position:

- Experience coordinating with natural resource professionals at a nationally recognized center
- Plant identification skills
- Invasive species management skills
- Experience coordinating volunteers to accomplish natural resources management objectives
- Experience implementing tours and educational activities at public outreach events
- We can help you obtain an Iowa Commercial Pesticide Applicator License (Category 6). (for control of invasive species) and S-130, S-180, S-190 certification for prescribed fire

Position: Communications Associate

Position Outline: All of our programs have substantial, concrete impacts on the landscape but we need more capacity to tell our story – not only through traditional print media, but also through digital media, such as website (CMS is Drupal) and social media, and interpersonal interactions at conferences, events, and visitor tours. You will support the implementation of these communications strategies.

Member Duties:

- Complete Green Iowa AmeriCorps performance metrics in collaboration with host site
- Maintain records of service projects in Green Iowa AmeriCorps Reporting Logs
- Submit Quarterly Reports of activities
- Maintain a detailed timekeeping record of service hours and activities
- Complete a Professional Development Project

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- Participate in mandatory AmeriCorps Trainings (Orientation and Life After AmeriCorps Training) and National Days of Service (MLK Day and September 11)

General Orientation to TPC and associated programs

- Study TPC website and publications, and shadow program managers to learn about TPC programs, projects, partners, and history.
- Participate in weekly staff meetings and monthly Biology Preserves Committee meetings
- Visit and become familiar with TPC grounds, campus preserves, Irvine Prairie and community natural areas
- Pursue relevant training for your position, especially safety training

Education and Outreach for Iowa Roadside Management (Lead Role)

- Assist with management social media outlets (Facebook and Instagram)
- Capture media (photo and video) to be used in outreach
- Write case studies about successful county roadside vegetation programs
- Organize and distribute native seed at the annual county seed pick up
- Table at workshops or conferences that may be held to build community support for county roadside programs; some overnight travel to conferences or workshops within Iowa may be possible (up to 5 nights total over the length of the position)

Education and Outreach for other TPC programs (Lead Role)

- Support TPC project managers in communications, programming and events
- Develop and curate educational activities to be used by TPC staff, students, volunteers and AmeriCorps members
- With guidance from TPC staff, prioritize and respond to requests for prairie -related education/outreach programs (e.g. tours, presentations, displays)

Other Duties (Supporting Role)

- Support AmeriCorps volunteer coordinator in natural areas management events
- Augment Plant Materials Program, in coordination with Plant Materials Program manager and Supervisor, as schedule allows.

Additional related duties as they arise or assigned by Supervisor in coordination with TPC program managers

The ideal candidate will possess the following skills:

- Interest in ecosystem restoration
- Strong writing skills
- Strong marketing skills
- Small-team collaboration skills
- Strong interpersonal communication skills
- Attention to detail
- Strong record-keeping and reporting skills
- Organized
- Self-motivated
- Punctual

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- Accountable
- Passion for helping environmental causes
- Experience with Iowa plant identification or conservation fieldwork
- Comfortable interacting with a variety of people from different backgrounds and age groups
- Comfort serving independently in rural and office environments
- Experience with social media platforms (Instagram and Facebook)
- Experience with manipulating video
- Experience with digital photography
- Knowledge of Microsoft, Adobe, and G - Suite apps, including Google Calendars, Google Documents

Members can expect to gain the following skills/experiences in this position:

- Experience coordinating with natural resource professionals at a nationally recognized center
 - Experience creating social media posts
 - Experience organizing volunteers, largely in coordination with the Volunteer Coordinator, Natural Resources Management position
 - Experience implementing tours and educational activities at public outreach events
 - Experience using InDesign to create outreach materials
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