

# Bridging The Gap

## Position Description

<b>Job title</b>	<i>Kansas City WildLands (KCWL) Program Coordinator</i>
<b>Reports to</b>	<i>KCWL Program Manager</i>

### **Job purpose**

The primary purpose and function of this position is to coordinate and expand the KC WildLands Seed Team Program's collection and processing of native plant seed for restoration projects throughout the Kansas City area. The secondary function is to assist in remnant landscape restoration. Both job functions include educating and directing volunteers, and communicating with land managers.

### **Primary Duties and Responsibilities**

#### **Seed collection planning and quality control:**

- Survey and assess suitable native plant populations located on remnant natural community sites throughout the region (public and private)
- Identify native and non-native plants
- Determine seed ripeness and viability
- Determine and implement proper harvest, collection, cleaning and storage methods
- Document and organize all seed collected by the Associate and members of the Seed Team.
- Coordinate, educate and lead teams of volunteers in the above duties.

#### **Manage volunteer seed collection:**

- Coordinate logistics for seed collection and cleaning workdays
- Recruit and train volunteers
- Track volunteer hours and keep database records up to date
- Communicate regularly with KC WildLands Seed Team volunteers regarding workdays, seed readiness, plant identification, target seed, etc.

Other duties may consist of site monitoring; assisting with restoration and reseeding plans (for remnants as well as municipal plantings); report writing; article and social media writing; photo documentation; invasive plant management; tool and herbicide use; assisting with general KC WildLands program activities.

### **Qualifications**

#### **Required**

- Knowledge of native and invasive plants of the Kansas City region, specifically tallgrass prairie and oak hickory woodlands species.
- Knowledge of native plant seed harvesting, cleaning, and storage methods
- Excellent organizational and communication (written and verbal) skills

- Experience presenting to and educating a wide range of audiences, both formally and on-the-ground
- Access to car or truck or comfortable driving a stick shift vehicle
- Valid Driver's license and good driving record
- Ability to work with minimal supervision at times
- Experience with leading crews, youth and/or volunteers
- Skilled in Microsoft Office applications

### **Preferred**

- Knowledge of native plant physiology and phenology
- Bachelor's degree in Botany or related field, desired but not required (can be currently working on degree)
- Knowledge of plant taxonomy & nomenclature
- Working knowledge of tallgrass prairie ecosystem management
- Experience with GPS and maps for plant location purposes

### **Working conditions**

The KCWL Program Associate will be working outside from 30 -50% of the time, depending on the season, sometimes in inclement weather or heat. Driving to remnant sites, including driving up to 40 miles one way, may be required. They will be required to work some evening and weekend hours.

### **Physical requirements**

- Must be able to perform outdoor physical work, sometimes under adverse conditions
- Must be able to move 30 pounds from the ground to a vehicle
- Must be able to crouch, stoop, kneel, stand, or bend for long periods of time
- Must be able to spend long periods traversing rough terrain including tall grasses and wooded areas

### **Positions Supervised**

Volunteers at events and occasional office volunteers or interns.

### **Salary & Benefits**

This is envisioned as a ¾ time position with additional hours possible during harvest season (June through December), however, hours and scheduling are negotiable. pay range is \$25,750 to 34,500 for 30 hours per week.

Full time employment is a possibility, with additional ¼ time working in another Bridging The Gap program. The full-time pay range is 34,000 to 46,000.

Benefits include 90% employer-paid health, dental, vision, and life insurance; 100% employer-paid disability insurance; two weeks of paid vacation; two paid personal days;

paid holidays including the week between Christmas Eve and New Year's Day and the employee's birthday. Bridging The Gap offers flexible scheduling when appropriate, a supportive team atmosphere and a dog-friendly office.

Bridging The Gap is an equal opportunity employer and understands the value of having a team with a diversity of experiences and perspectives to optimize our potential for compassion, collaboration, creativity and excellence in service. BTG encourages people from all backgrounds and perspectives to apply.

To apply, please send (email preferred) a cover letter relating your education and experience to this position and your resume to:

Bridging The Gap  
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