

Bridging The Gap

Position Description

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| Job title | <i>Kansas City WildLands Program Coordinator</i> |
| Reports to | <i>Kansas City WildLands Program Manager</i> |
| Status | <i>Full-time, nonexempt</i> |

Job purpose

The mission of Bridging The Gap's Kansas City WildLands (KCWL) program is to conserve, protect, and restore remnant natural areas across the Kansas City metro. The KCWL Program Coordinator will act as a coordinating restoration ecologist and contribute to this mission by overseeing the KCWL seed team, invasive species management, prescribed fire, site monitoring, and being a leader in education and outreach. This position works directly with volunteers and land managers throughout the metro.

Primary Duties and Responsibilities

Program Coordination

- Effectively supervise program associates, seasonal staff, and volunteers
- Coordinate logistics for volunteers, workdays, partner events and outreach programming
- Track progress related to program projects and volunteer hours through reporting and database organization. Maintain and track habitat data, including but not limited to phenology, workday data, and site conditions
- Create online registration forms and assist in volunteer website calendar management
- Evaluate areas of program success and identify opportunities for program growth, maintaining a forward-thinking approach
- Assist with meeting metric requirements of grants, cooperative agreements, and contracts through invoicing and organizing events
- Build program awareness using communication through social media, blog posts, and newsletters

Restoration Ecology

- The KCWL Program Coordinator will maintain a strong leadership capacity regarding native seed team efforts across the region
- Conduct site visits to monitor, identify and characterize native and invasive plant populations
- Plan and lead volunteer events (seed collection, invasive species removal, prescribed fire, citizen science, etc) using current scientifically sound methods and provides training and oversight to volunteers
- Determine seed readiness and viability to coordinate collections, cleaning, storage, and sowing
- Analyze and monitor invasive species phenology and succession to mitigate new invasions and evaluate current restoration techniques
- Comfortable using backpack herbicide sprayer and other applicators, loppers, saws, and drip torch or a willingness to learn

Community Education and Outreach

- Build positive working relationships with partners, community leaders, volunteers and groups to act as a facilitator in the development and execution of regional restoration ecology initiatives
- Lead training and outreach focused on ecological restoration topics (seed collection, invasive species management methods, urban ecology, etc)
- Collect, evaluate, and maintain data (e.g. workday progress, restoration success, seed data, volunteer info, etc); prepare reports and analyses to further initiatives and communicate program progress to partners
- Engage with a diverse group of existing volunteers and connects with new community groups through education and outreach

Other job-related duties as requested and subject to reasonable accommodation.

Qualifications

We welcome candidates who possess most of the required skills and demonstrate potential for growth. Bridging The Gap values lived experiences and prioritizes a willingness to learn. Applicants from historically under-resourced communities that do not typically have a presence in conservation are strongly encouraged to apply.

- Background in plant taxonomy, botany, ecology, natural resources, biology, conservation, community environmental engagement, native plants, research, and/or related field
- Knowledge of native and invasive plants of the Kansas City region, specifically tallgrass prairie and oak hickory woodland species
- Knowledge of native plant seed collection, cleaning, and storage methods and/or a willingness to become an expert
- Excellent written and verbal communication skills
- Highly organized with the ability to manage multiple tasks and deadlines
- Permanent curiosity about conservation issues both local and far-reaching and a willingness to research and fill knowledge gaps
- Ability to establish and maintain effective relationships with various stakeholders, including community leaders, city government staff, board members and residents.
- Reliable access to a vehicle, valid driver's license, and good driving record
- Flexible approach with ability to adapt to weather conditions, volunteer skillset, and creative problem solving
- Ability to address and evaluate medium to complex issues/projects; ability to work independently and exercise judgment and initiative

Preferred: Working familiarity of woodland and tallgrass prairie ecosystem management; experience leading crews, youth, and/or volunteers; experience with GIS; demonstrated ability presenting to, educating, motivating, and encouraging a wide range of diverse audiences.

Working conditions

The KCWL Program Coordinator works outside 20 – 60% of the time, depending on the season and sometimes in the heat, cold and rain. May be required to work evening & weekend hours.

Physical requirements

- Ability to carry and move 40 pounds
- Ability to handle the physical demands of the job including rough terrain, brush cutting, crouching, kneeling and safe navigation in areas with insects, spiders and snakes

Positions Supervised

The Kansas City WildLands Program Coordinator could supervise program associates, seasonal staff and volunteers.

Salary & Benefits

Benefits include 90% of health, dental, vision, and life insurance, and 100% disability insurance, two (2) weeks of paid vacation, paid holidays including the week between December 24th and New Year's Day but may be adjusted to meet your cultural or religious preferences, supportive team atmosphere, some schedule flexibility, and a dog-friendly office.

Starting salary is \$38,400 to \$45,000 commensurate with experience.

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 to apply.

To apply: Please submit (email preferred) a cover letter and resume outlining your qualifications for the position including work background, education, experience, and other skills that may qualify for this position to:

Bridging The Gap
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