

Job Description: Field Organizer for Biodiversity Conservation, North Branch
Status: Temporary, part-time position, 12-15 hours per week
Duration: September 24 – December 31, 2018
Reports to: Advocacy and Engagement Director
Deadline: Applications due September 17, 2018



Organization

Mission: Friends of the Forest Preserves is the voice of a diverse community inspiring and organizing people to protect, restore, and expand the forest preserves in Cook County. Friends is an independent non-profit organization with more than 2,000 members and thousands of volunteers. We advocate for the responsible management of the 69,000 acres of forest preserves in Cook County through advocacy, conservation corps programs, community outreach and capacity building, and volunteer empowerment.



Friends is an organization that gets things done with our members, volunteers, staff, board, and partners. We believe in work-life balance and are here for the marathon, not the sprint (not that we don't sprint on a regular basis).

Operating Budget: \$3,000,000

Summary

Friends of the Forest Preserves' organizing team works closely with volunteers and organizations to help build capacity and put their skills, passion, and leadership to work in restoring the ecological health of the forest preserves. The Field Organizer helps support ecological stewardship volunteer efforts, primarily in the preserves along the North Branch of the Chicago River.

Responsibilities:

- Engage and support stewardship volunteers and leaders
- Generate creative and inviting social media posts, e-newsletters, and other publicity materials that enhance volunteer recruitment and/or promote existing volunteer leadership
- Provide logistical support to volunteer efforts and workdays
- Organize ecological stewardship and related events (e.g. volunteer days, bird walks, nature hikes, paddling events, plant or animal monitoring, public presentations)
- Organize resources to support volunteer efforts: including instruction manuals, ecological information, maps, tools, data, identification guides, etc.

Required Skills:

- Strong ability to work collaboratively with volunteers of varying backgrounds and personalities
- Excellent organization and written, oral, and digital communication skills
- Independent yet collaborative work style

Beneficial Skills:

- Knowledge of basic ecological principles
- Experience working or volunteering in natural areas
- Certified Stewardship Workday Leader
- Valid Illinois Herbicide applicator license or ability to get one

Other Requirements:

- Availability on nights and weekends
- Valid driver's license and access to vehicle

Salary and Benefits

- \$15 - \$18/hour, depending on experience

To apply

Please NO calls, faxes, snail mail, or emails (other than emails presenting resume and cover letter).

Email resume, cover letter, salary requirements, and three references (preferably professional) to:

Radhika Miraglia
Advocacy and Engagement Director
Friends of the Forest Preserves
411 South Wells, Suite 300
Chicago, Illinois 60605
radhika@fotfp.org

Women, minorities, and seniors are strongly encouraged to apply.

Friends of the Forest Preserves is an equal opportunity employer that considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or sexual orientation (in addition to observing all legal protection of special status).