



INPS Program Facilitator

This full-time three-year contract position will cover projects that support the mission of the Indiana Native Plant Society (INPS) to promote the appreciation, preservation, scientific study, and use of plants native to Indiana. The contractor will work remotely but there will be travel and in-person activities in Indiana. The contractor will report to the INPS President and Board of Directors. Compensation will be \$50-60,000/year depending on experience. The responsibilities include:

Plants of Concern Monitoring Program (50% of time)

Coordinate the development of an Indiana plants of concern community science monitoring program in partnership with the Indiana Plant Conservation Alliance (INPCA) and the Indiana Natural Heritage Data Center (INHDC) at the Indiana Department of Natural Resources – Division of Nature Preserves (DNP).

- With partners, choose and/or develop a rare plant monitoring app from existing open source apps (e.g. iNaturalist, Survey123, Plants of Concern app, etc.).
- Recruit, engage, train, organize, and support community science volunteers to monitor priority plants of concern species and sites while assuring compliance with data confidentiality requirements.
- Act as liaison between DNP ecologists, public land managers, landowners, and volunteers regarding plant locations and volunteer assignments.
- Organize, review, and assure that monitoring data are provided to the INHDC at DNP.
- Work with supervisor on annual report to submit to granting agency.
- Organize and lead volunteer field events.
- Create and distribute program communications (newsletter, social media).
- Present work accomplished at conferences.
- It is expected that within three years there will be over 60 volunteer monitors signed up and providing at least 60 monitoring reports per year.

Volunteer Coordination (20% of time)

Maximize the engagement of INPS members in volunteer activities:

- Assist in fulfilling requests for organizing volunteer programs, using existing database of member skillsets to generate candidate pools.
- Assist with volunteer orientation and training.
- Collect descriptions of volunteer tasks to create recruiting communications.
- Gather responses and create lists of suitable candidates for volunteer opportunities.
- Recognize the efforts of INPS volunteers and make them feel rewarded.
- It is expected that within three years 30 new volunteers will be engaged and essential operational and program roles will be filled and backups identified.

Native Plant Finder Management (10% of time)

Oversee the continued development and accuracy of INPS's Indiana Native Plant Finder:

- Recruit detail-oriented native plant enthusiasts to continue gathering missing data points in the Finder database.
- Organize plant-type teams to systematically verify database information (e.g., trees, shrubs, ferns, wildflowers, vines).

- It is expected that within three years 150 additional fully populated species will be added to the Indiana Native Plant Finder.

Publicity Coordination (10% of time)

Raise awareness among the INPS membership and the public of the many resources and activities that INPS offers, with a view to recruiting new members and encouraging the public to make use of our offerings:

- Analyze current communications channels, seeking the most effective and efficient ways to inform members of INPS resources and activities.
- Make full, coordinated use of social media outlets to advance our cause with the public.
- It is expected that within three years there will be an increase of 25% in INPS social media posts and evidence of a 15% increase in hits to the website and YouTube channel.

Operational Support (10% of time)

- Assist with membership duties.
- Assist conservation advocacy, education, landscaping and invasive plant program teams with creating curriculum and outreach materials.
- Assist with preparing grant proposals and other funding applications.
- Contribute to society activities including events, membership, marketing and administration.
- Provide support and promote the exchange of ideas and successful program experiences with INPS Regional Chapter leaders.

Education, Skills, and Experience

Our ideal contractor will have some of the following attributes, but we are committed to attracting a diverse range of applicants. Please don't be put off applying if you don't have everything on the list:

- Bachelor of Science in ecology, botany, biological sciences, or related background
- Plant ID skills, including use of a dichotomous key
- Field experience in plant monitoring or field work
- Love of outdoor work
- Experience with Microsoft Office suite, particularly Excel, Word, and PowerPoint
- Basic statistical and GIS software experience (R & ArcGIS experience a plus)
- Basic familiarity with common plant monitoring apps (iNaturalist, EDDMaps)
- Excellent organizational and analytic skills
- Interest in working with community science volunteers
- Ability to work well independently as well as on a team
- Ability to communicate effectively with a large, diverse group of volunteers and staff
- A driver's license and access to a personal vehicle
- Availability for occasional weekend work

Physical Demands

Fieldwork involves walking over uneven terrain, or traversing distances of up to two miles while carrying equipment. Bending, stooping, and kneeling are often necessary. Fieldwork may occur during hot weather when insects are active. Office work involves sitting, standing, typing, and using computers and copy machines.

To Apply

Send letter and resume to secretary@indiananativeplants.org by June 30, 2024.