



Audubon Center for Native Plants Native Plant Center Coordinator

About ASWP:

Audubon Society of Western Pennsylvania (ASWP) is an environmental education and conservation organization founded in 1916 and based in Pittsburgh (Fox Chapel). It is an independent chapter of National Audubon Society and serves a seven-county region consisting of Allegheny, Armstrong, Beaver, Butler, Fayette, Washington, and Westmorland counties. ASWP maintains two nature reserves – Beechwood Farms Nature Reserve in Fox Chapel, Allegheny County, and Todd Sanctuary in Sarver, Butler County – a nature store, and native plant center. With an annual budget of approximately \$1,000,000 and ten employees (plus seasonal help), ASWP conducts both formal and informal programs in schools, local parks, and at its two reserves.

About ACNP:

Audubon Center for Native Plants (ACNP) was established in 2000. The ACNP allows Audubon to increase the promotion, protection, and propagation of native plants, and to integrate native plant education into our current programming at ASWP. The ACNP is part of Beechwood Farms Nature Reserve, and has the capacity to propagate over 130 species of true western Pennsylvania perennials, shrubs, and small trees.

The Audubon Center for Native Plants seeks to:

- Nursery-propagate an array of native plants grown from local seeds.
- Cooperate with local environmental organizations to serve as a clearinghouse for information on the wise use and preservation of these plants.
- Reverse the spread of invasive, non-native plants in our region.
- Work with schools and other community groups restoring public lands and school grounds.
- Educate the general public about landscaping with native plants through adult classes.
- Reduce the effects of storm water runoff through the use of native plants in rain gardens.

Position Summary:

The Native Plant Center Coordinator will be responsible for working with the Executive Director and other staff to promote awareness of Audubon Center for Native Plants, as well as the role and importance of native plants in our environment. The Native Plant Center Coordinator will:

- Be the external face for Audubon Center for Native Plants.
- Coordinate and expand the efforts of the Three Rivers Rain Garden Alliance.
- Find partners and develop relationships to increase the number of native plants sold/planted.
- Integrate the native plant functions across multiple internal departments, including education, facilities, and retail operations at ASWP.
- Develop additional resources and programs to meet current and potential needs for native plants.

Primary Duties:

External Promotion, Development and Sales – 35%

- Promote Audubon Center for Native Plants Center to nurseries, landscapers, and landscape architects; Develop retail and wholesale opportunities.
- Work with other organizations, including government agencies, NGOs, and educational institutions to encourage the use of native plants and to reduce the spread of invasive plant species.
- Work independently and with ASWP Development staff to research and identify foundation, corporate, and government funding opportunities to support native plant gardens and

activities.

- Develop, promote, and deliver public programs on native plants; coordinate the development of associated printed and digital collateral marketing information.

Three Rivers Rain Garden Alliance – 30%

- Coordinate project in cooperation with other partners the Three Rivers Rain Garden Alliance; recruit new members and partner organizations.
- Meet with local officials to encourage support and installation of rain gardens as one technique to address stormwater runoff.
- Direct ASWP's rain garden mini-grant program; seek additional support for the program
- Work independently and with ASWP Development staff to research and identify foundation, corporate, and government funding opportunities to support rain garden installation and the Three Rivers Rain Garden Alliance.
- Develop, promote, and deliver public programs on rain gardens; Maintain the Three Rivers Rain Garden Alliance website and develop other rain garden educational tools.

Internal Coordination - 25%

- Recruit and Coordinate volunteers and integrate their activities with the needs of ANCP
- Order stock and equipment for the Audubon Center for Native Plants
- Oversee the general appearance and condition of the ACNP
- Direct the ACNP internship program; recruit, interview, and supervise interns.
- Oversee licensing and insure adherence to all applicable regulations

Other – 10%

- Assist all ASWP staff and departments and participate in other ASWP activities as needed or assigned by the Executive Director.

Qualifications:

Bachelor's degree preferred together with at least two years of experience in a position handling functions similar to those needed for the primary duties described above. Experience in retail sales, non-profit development, and/or nursery management a plus.

- Applicants should have a basic appreciation for or interest in nature and conservation. Familiarity with native plants, plant biology, or nursery management is desired.
- Must have excellent interpersonal, networking and communication skills with ability to research and identify prospective funding sources and partners.
- Applicants should be outgoing, energetic, and action and results oriented.
- Must possess exceptionally strong organizational and time management skills; ability to handle simultaneous projects and meet deadlines.
- Must have excellent written and oral communication skills.
- Able to work independently (self starter), with little supervision, while proactively reprioritizing in a busy environment. Must be able to take initiative.
- Must have good knowledge of computer software including Microsoft Word and Excel; comfort with social networking and other promotional activities is a must.

ASWP is an Equal Opportunity Employer. We offer a competitive salary and benefits package and an excellent working environment.

To apply: please email resume, cover letter, and salary requirements to:

**HR@aswp.org
Audubon Society of Western PA
614 Dorseyville Rd.
Pittsburgh, PA 15238**