Position Description

Date: September 22, 2023
Title: Diversity Programs Coordinator
Unit: Education and Diversity Programs
Supervisor: Fred Abbott, Diversity Programs Manager
Classification: Exempt
Position Location: ESA HQ, Washington DC and telework.

Society Background
Built on over 100 years of history, the Ecological Society of America (ESA) is a professional membership association of ecologists, with 8,000 scientists, researchers, decision makers, policymakers, and educators dedicated to the science of ecology. We promote diversity in all areas of activity, including staffing, membership, leadership, education, committees, public engagement, and our annual convention and all other meetings.

ESA - SEEDS Program
The Strategies for Ecology Education, Diversity and Sustainability (SEEDS) Program is part of the Education and Diversity Programs office at ESA. This department offers a variety of programs to increase the diversity of ecology-related professions and to improve the quality of ecology education.

Since 1996, the mission of the SEEDS program has been to diversify and advance the ecology profession through opportunities that stimulate and nurture the interest of underrepresented students to participate, and to lead in ecology. The SEEDS program offers hands-on, engaging experiences with ecology that exhibit the relevance and applications of the science.

Please visit https://www.esa.org/seeds/ for more information about the program.

The primary duty of the Diversity Programs Coordinator is to support and advance the SEEDS Campus Ecology Chapter Network program. SEEDS Chapters, as autonomous undergraduate student clubs, provide key focal points for local and regional environmental leadership advancement, community engagement, and career development activities.
This position is funded by external grants and donations and contingent on future availability of funds. The Diversity Programs Coordinator will report to the Diversity Programs Manager.

**Description of Duties**

- Develop and implement student engagement strategy for the SEEDS Chapter Network. (both virtual and in-person)
- Administer surveys and compile reports for the SEEDS Chapters during the academic year.
- Support SEEDS Chapters by administering the SEEDS Chapter Grants for student activities. (Up to $1000 per Chapter or $5000 for collaborations)
- Recruit participants and coordinate SEEDS Regional Field Trips.
- Recruit participants and coordinate the SEEDS Leadership Meeting.
- Assist and staff ESA and SEEDS events during the ESA Annual Meeting.
- Assist with national field trips as needed.
- Update and ensure accuracy of SEEDS database and multiple email contact lists.
- Help maintain SEEDS program website and communication strategies.
- Other duties as assigned.

**Required Skills and Qualifications:**

- Education Minimum: Bachelor’s degree in ecology, or natural sciences, or social sciences with relevant background in environmental studies
- Demonstrated project leadership experience.
- Demonstrated commitment to mentoring students within science.
- Excellent verbal and written communication skills in English.
- Ability to work independently and handle multiple tasks with moving timelines efficiently.
- Extremely well-organized with attention to professional details.
- Comfortable communicating to diverse audiences about science and research.
- Able to interact cooperatively and effectively with staff, committees, faculty, and other professionals.
- Experience in planning meetings and events for 10-25 people.
- Travel (up to 15%) is required, including weekends with long work hours during events (3 to 6 times annually)
- Possess valid drivers’ license and clean driving record.

The ideal candidate enjoys both administrative work and being outdoors, supporting student programs at field stations. This position involves planning agendas, speakers, catering, travel logistics etc. Recent college graduates and applicants with relevant experience in restaurants, camp counseling, customer service etc. are encouraged to apply.

If you are looking for a position to grow in your skills in program coordination and have a passion to help underrepresented students discover and explore ecology careers, we encourage you to apply even if you don’t have all the skills and experiences listed above.

**Compensation and Benefits:**

- Starting salary of $46,000
- Comprehensive benefits including paid health insurance and retirement plan.
- Vacation, Medical leave and 13 paid holidays, including one during your birthday month.
Expectations:
- The selected candidate must submit documentation of covid-19 vaccinations and up to date boosters.
- ESA offers a hybrid work environment with two days at ESA HQ every week when not traveling.

To Apply:
Send resume, cover letter with 2 references via email to careers@esa.org. On Email Subject line, please state: “Diversity Programs Coordinator YOUR NAME”. Applications are accepted through October 31 2023. Candidates will be screened and shortlisted for interviews after October 10. Only shortlisted candidates will be contacted.

ESA is committed to a diverse workforce and is an Equal Opportunity Employer.