



Friends of Illinois Nature Preserves

Job Description

Position Title: Regional Field Rep (Full-Time)

Reports To: The Director

Summary: The Regional Field Representative (“Field Rep”) position is a full-time, hourly position. The Field Rep’s duties and responsibilities include promoting and conducting good stewardship of Illinois Nature Preserves and Land and Water Reserves in a designated region. This individual will conduct public outreach and land stewardship activities and recruit, inspire, and empower volunteer stewards and build stewardship communities in support of Nature Preserves and Reserves. The Field Rep will coordinate with Nature Preserve owners and Illinois Nature Preserve Commission (INPC) staff building the Friends’ program and helping to identify additional resources for Nature Preserves.

This position reports to the Director and works closely with INPC staff, other Friends staff, leaders and Board members, Nature Preserve landowners, and regional conservation leaders. The Field Representative must be available to work 40 hours per week, including evening and weekend hours.

Essential Job Functions:

Leadership and Training:

- Train, empower, and mentor leadership volunteers following the work-learn-lead approach to stewardship.
- Support new and existing volunteer leaders and community members in land management, restoration, and stewardship activities. Work with community groups and individual (especially potential leader and catalyst) volunteers. Examples of land management and restoration work may include removal of herbaceous and woody plants, herbicide application, prescribed burns, and seed collection and dispersal.
- Recruit volunteers for restoration and stewardship activities.
- Support land management and public outreach educational activities at Nature Preserves and Land and Water Reserves.
- Coordinate with INPC staff and Friends staff for supervision of contractor work as requested.
- Attend and support meetings, speak publicly on behalf of Friends of Illinois Nature Preserves.

Organizational and Physical:

- Conduct stewardship at Illinois Nature Preserves and Land and Water Reserves, in compliance with the approved management plans for each site. Examples of land management and restoration work may include removal of herbaceous and woody plants, herbicide application, prescribed burns, and seed collection and dispersal.
- Find additional resources for ecological restoration and land management tasks at Illinois Nature Preserves and Land and Water Resources.
- Coordinate with INPC staff in land management and stewardship efforts at Illinois Nature Preserves and Land and Water Reserves, especially to coordinate efforts to conduct ecological

restoration and land management.

- Contribute to management plans as requested by INPC and landowner staff/representatives.
- Review and follow management plans as approved by the INPC and owners.
- Maintain necessary organizational documents and records as needed.
- This position requires the ability to carry 40 pounds independently and occasionally carry up to 100 pounds with assistance, hike up to 5 miles, and perform physical labor for up to 8 hours in a day.

Other Duties:

- Assist the Director with the development of grant funding applications and work plans for grant-funded project.
- Work with the Director to strengthen partnerships with conservation organizations. Identify potential partnership organizations in the region.
- As appropriate, facilitate and attend partnership building meetings and/or events.
- Any other duties and responsibilities as commensurate with the position and/or as may be assigned or approved by the Director.

Job Qualifications:

Desired Knowledge, Skills, and Abilities:

- Personal commitment to and knowledge of biodiversity conservation.
- Ability to present information in a consistent, organized, and accurate manner.
- Verbal and written communication skills.
- Ability to build teams and collaborate and work with others in a friendly and supportive manner.
- Ability to work effectively in a team environment, particularly with staff, the Board, volunteers, and the public, and ability to maintain good working relationships with coworkers, volunteers, and members of the community.
- Strong social and interpersonal skills including the ability to resolve and mediate conflict.
- Excellent public speaking skills and willingness to teach a variety of audiences.
- Positive attitude, a self-starter, and patient when needed.
- Effective at problem-solving.
- Computer literacy, including use of the internet and working knowledge of Microsoft Office.

Desired Education & Experience:

- A general knowledge of the Illinois Nature Preserve system.
- Working knowledge of Illinois ecology and land management and stewardship issues.
- Familiarity with plant and animal communities typical of Illinois.
- Bachelor's degree in science, or an environmental science related field, or equivalent experience.

Licenses and Certifications:

- Valid Driver's License.
- Illinois Pesticide Applicator License (within 3 months of hire) or equivalent certification.
- Illinois Prescribed Burn Manager Certification desired.
- Willingness to take prescribed burn training as needed.