



PEEC

Pajarito Environmental
Education Center

Bee City Coordinator

About PEEC: PEEC is a 501(c)3 nonprofit funded by donations, memberships, grants, and contracts for services. Our mission is enriching people's lives by strengthening their connections to our canyons, mesas, mountains and skies. We are the operators of the Los Alamos Nature Center in Los Alamos, NM. Our website is www.peecnature.org.

Summary: The Bee City Coordinator will help co-lead with the PEEC Director of Programs and coordinate the Bee City project for Los Alamos County, focusing on pollinator conservation. The Coordinator will collaborate with the Bee City Committee, PEEC staff, community partners, and local agencies to implement pollinator-friendly initiatives and maintain Bee City certification. This role is essential for promoting sustainable practices, fostering community engagement, and ensuring the success of the Bee City Los Alamos. For more information about Bee City Los Alamos, visit www.beecitylosalamos.org.

To apply, please send a resume and cover letter to employment@pajaritoeec.org.
The deadline for applications is November 4, 2024.

Salary and Hours: This is a limited-term contract position. The start date is flexible but targeted for December 2, 2024. The contractor works **up to 20 hours per week**, with seasonal fluctuations. The rate of pay is **\$19 - \$22 per hour**, depending on qualifications. Occasional weekend and evening work is required.

Desired Competencies:

- Knowledge of local native plants is preferred.
- Experience working with Wordpress and MailChimp.
- Understanding of pollinator conservation, native plants, and relevant environmental policies, or the desire to learn.
- Ability to effectively plan, coordinate, and manage pollinator conservation initiatives.
- Strong skills in communicating with and engaging diverse community partners and stakeholders.
- Experience in tracking metrics and reporting on grant progress and project outcomes.
- Capable of leading initiatives and taking proactive steps to achieve project goals.
- Comfortable working in an outdoor setting
- A responsible, self-starter who is able to work well both independently and as part of a team, with minimal supervision.



PEEC

Pajarito Environmental
Education Center

Required Qualifications:

- A strong communicator, verbal and written
- Enthusiasm for engaging the public through outreach and educational events.
- Ability to manage project tracking, maintain accurate records, reporting, and grant fulfillment.

Key Areas of Responsibility

- Oversee and implement pollinator conservation initiatives in Los Alamos County.
- Schedule and attend monthly check-in meetings with PEEC Director of Programs.
- Plan and facilitate monthly Bee City committee meetings.
- Work closely with the Los Alamos Bee City Committee to maintain Bee City certification and encourage collaboration and idea sharing.
- Track and report project metrics for Bee City certification and grant requirements.
- Fulfill grant deliverables and priorities for Bee City Los Alamos including coordinating annual Backyard Pollinator Garden Project native plant kit giveaways.
- Monitor the success of Backyard Pollinator Garden Project plantings in public and private spaces.
- Collaborate with agencies and community partners to create pollinator-friendly spaces and support policies like pesticide reduction.
- Create and maintain native plant lists specific to Los Alamos County.
- Conduct community engagement opportunities at outreach events, including the PEEC Earth Day Festival, community planting days, and citizen science initiatives.
- Provide regular reports to the PEEC Director of Programs.
- Collaborate with volunteers and county staff to design, establish, and maintain a pollinator demonstration garden that showcases native plant species.
- Update and maintain the PEEC Bee City Los Alamos webpage.
- Write and recruit guest writers for blogs and monthly newsletters.

To apply, please send a resume and cover letter to employment@pajaritoeec.org

PEEC is an equal opportunity employer. We prohibit discrimination against, and harassment of, any employee or applicant for employment because of race, color, religion, sex, gender, pregnancy, genetic information, ethnic or national origin, sexual orientation, marital status, familial status, military or veteran status, qualified individuals with a disability on the basis of the disability, or any other category which may be protected under applicable state or federal law.