



**2025–2026 Tallgrass Prairie Center
11-Month Position Descriptions**
2412 W. 27th Street, Cedar Falls, Iowa

This site is hiring to fill the following positions:

Position #1: Volunteer Coordinator, Natural Areas Management

Position #2: Communications Associate

Terms:

Position Type	Service Length	Hour Commitment	Living Allowance*	Segal Education* Award
Three-quarter-time (TQT)	11-mo	1,200 hours (28–30 hours/week)	\$18,000/term (\$1,636.36/mo)	\$5,176.50/term

***The living allowance and Segal Education Award amounts listed are for the 2024-2025 AmeriCorps year; these are to be determined for 2025-2026, but will be similar.**

Term Commitment: Mid-September 2025 to mid-August 2026; exact dates to be determined

- **Living Allowances** are distributed evenly in monthly installments by the University of Northern Iowa over the course of the service term and pro-rated for months where members are not serving the full month. *Please note this is taxable income and the monthly installments will vary depending on how you fill out your tax information.*
- **Segal Education Awards** are contingent upon successful completion of the program. Education Awards can be used to pay for college or technical school, pay back qualified student loans and more. For more information about the Segal Education Award please visit: americorps.gov/members-volunteers/segal-ameri-corps-education-award
- Flexible time off is available throughout the term of service. *Members are responsible for managing their hours to ensure they meet the minimum hour requirement to complete their service term successfully.*
- Outside employment and school attendance is allowable during off hours.

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- **Program Benefits:** Monthly living stipend distributed by UNI, [Segal Education Award](#) upon successful completion, [AmeriCorps Member Assistance Program \(MAP\)](#), Federal loan deferment, Public Service Loan Forgiveness Qualification, and interest accrual repayment, training and certifications, individualized professional development opportunities and funding. Members may also qualify for healthcare and childcare through the program - ask program staff for details.

Anticipated service schedule for this host site is **8:00/9:00 a.m. – 3:00/4:00 p.m. Monday through Thursday or 8:00/9:00 a.m. – 2:00/3:00 p.m. Monday through Friday**, with occasional nights and weekends as projects require.

Host Site Overview: The Tallgrass Prairie Center (TPC) at the University of Northern Iowa (UNI) in Cedar Falls, Iowa would like to host two eleven-month AmeriCorps members to help us expand our impact and manage the natural areas entrusted to us. We are looking for members who are passionate about environmental conservation and also want to apply and/or expand their skills in 1) mass communications, marketing, and networking or 2) natural areas management. Each position will offer AmeriCorps members professional development opportunities.

The Tallgrass Prairie Center is a nationally recognized center for ecological restoration of the tallgrass prairie ecosystem. Our mission is empowering people to value and restore resilient, diverse tallgrass prairie. We conduct research and provide technical support for roadside vegetation managers, farmers, conservation professionals, and native seed stakeholders. We are also responsible for the restoration and management of Irvine Prairie, a 77-acre prairie in Benton County, and 64 acres of university grounds near the TPC encompassing prairie, woodland, and native seed production plots. In early 2021, the TPC was given responsibility for management and promotion of the UNI Biology Preserves.

Site Supervisors: Kristine Nemecek, Roadside Program Manager, and Laura Jackson, Director

Minimum Member Qualifications:

- At minimum members must be high school graduates, GED recipients, or working on attaining a high school diploma or GED during their term of service
- Be 17 years or older (no upper age limit)
- Pass a [national service criminal history check](#)
- Hold one of the following [U.S. citizenship statuses](#): U.S. citizen, U.S. National, Lawful Permanent Resident
- Have a valid driver's license or other government-issued photo identification

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Green Iowa AmeriCorps is committed to fostering an inclusive, diverse, and equitable culture and are striving to include these practices within our organization and work across Iowa. We believe embracing diversity creates lasting impacts on communities, where people are valued for who they are and their own unique experiences. It is vital to our mission to foster a culture where our service members and community partners feel valued, supported, and included in every aspect of service. We commit to using these practices in our passion for environmental stewardship.

Position: Volunteer Coordinator, Natural Areas Management

Position Outline: While the TPC has much of the equipment and skills for management of the UNI Biology Preserves, the TPC lacks the capacity to recruit, train, and coordinate volunteers to help with the labor-intensive aspects of natural areas management. There is also a need to promote the enjoyment and appreciation of natural areas. The volunteer coordinator will implement these responsibilities.

Member Duties:

- Complete Green Iowa AmeriCorps performance metrics in collaboration with host site
- Maintain records of service projects in Green Iowa AmeriCorps Reporting Logs
- Submit quarterly reports of activities
- Maintain a detailed timekeeping record of service hours and activities
- Complete a Professional Development Project
- Participate in mandatory AmeriCorps trainings (Orientation and Life After AmeriCorps Training) and National Days of Service (MLK Day and September 11)

Orientation to TPC and associated UNI and community-based natural areas

- Study TPC website and publications to learn about TPC programs, projects, partners, and history
- Participate in staff meetings and Biology Preserves Committee meetings
- Visit and become familiar with campus preserves, Irvine Prairie, and community natural areas and their plant communities, history, management plans, and principal stakeholders
- Pursue relevant training on prescribed fire, herbicide application, chainsaw use, and natural areas management, and become proficient in the use of all safety equipment and procedures

Natural Areas Management (Lead Role)

- Improve the diversity and resilience of TPC, campus, and community natural areas through collaboration and volunteer coordination

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- With guidance from the Biology Preserves Committee and TPC staff, implement strategies to increase awareness and use of the Biology Preserves and other university natural areas, including Irvine Prairie
- Build on the existing system for recruiting, training, and coordinating UNI faculty, staff, and student volunteers
- Communicate with stakeholders and partners to prioritize stewardship needs and maximize the effectiveness of volunteer workdays
- Prioritize safety by seeking out appropriate training and consistently adhering to safety procedures; document all safety training of volunteers
- Communicate regularly with volunteers and show appreciation for their efforts
- Keep accurate records of management activities and contacts to maintain year-to-year continuity despite AmeriCorps and student turnover
- Augment Plant Materials program capacity by coordinating AmeriCorps members from other AmeriCorps host sites
- Coordinate with AmeriCorps Communications Associate

Education and Outreach (Supporting Role)

- Support TPC project managers and AmeriCorps Communications Associate with stakeholder communications, programming, and events
- Develop and curate a collection of educational activities to be used by TPC staff, students, volunteers, and AmeriCorps members
- With guidance from TPC staff, prioritize and respond to requests for prairie-related educational and community engagement activities as schedule allows
- Additional related duties as they arise or assigned by Supervisor in coordination with TPC program managers

The ideal candidate will possess the following skills:

- Interest in ecosystem restoration and natural areas management
- Ability to walk two miles over level terrain carrying a 25-lb. pack
- Able to obtain an Iowa Commercial Pesticide Applicator License (Category 6) (for control of invasive species) and S-130, S-180, S-190 certification for prescribed fire
- Strong organizational skills
- Small-team collaboration skills
- Strong interpersonal communication skills
- Attention to detail
- Safety-oriented
- Strong record-keeping and reporting skills
- Organized
- Self-motivated
- Punctual
- Accountable
- Passion for helping environmental causes
- Plant identification skills
- Experience with fieldwork such as invasive species control and prescribed fire
- Comfortable interacting with a variety of people from different backgrounds and age groups

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- Comfort serving independently in rural and office environments
- Experience with event planning and use of social media
- Knowledge of Microsoft, Adobe, and G-Suite apps, including Google Calendars, Google Documents

Members can expect to gain the following skills/experiences in this position:

- Experience coordinating with natural resource professionals at a nationally recognized center
- Plant identification skills
- Invasive species management skills
- Experience coordinating volunteers to accomplish natural resources management objectives
- Experience implementing tours and educational activities at public outreach events
- We can help you obtain an Iowa Commercial Pesticide Applicator License (Category 6). (for control of invasive species) and S-130, S-180, S-190 certification for prescribed fire

Position: Communications Associate

Position Outline: All of our programs have substantial, concrete impacts on the landscape, but we need more capacity to tell our story — not only through traditional print media, but also through digital media, such as website (CMS is Drupal) and social media, and interpersonal interactions at conferences, events, and visitor tours. You will support the implementation of these communications strategies.

Member Duties:

- Complete Green Iowa AmeriCorps performance metrics in collaboration with host site
- Maintain records of service projects in Green Iowa AmeriCorps Reporting Logs
- Submit Quarterly Reports of activities
- Maintain a detailed timekeeping record of service hours and activities
- Complete a Professional Development Project
- Participate in mandatory AmeriCorps Trainings (Orientation and Life After AmeriCorps Training) and National Days of Service (MLK Day and September 11)

General Orientation to TPC and associated programs

- Study TPC website and publications, and shadow program managers to learn about TPC programs, projects, partners, and history.
- Participate in weekly staff meetings and monthly Biology Preserves Committee meetings
- Visit and become familiar with TPC grounds, campus preserves, Irvine Prairie, and community natural areas
- Pursue relevant training for your position, especially safety training

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Education and Outreach for Iowa Roadside Management (Lead Role)

- Manage social media outlets (Facebook and Instagram)
- Capture media (photo and video) to be used for outreach through social media, the website, or handouts
- Curate photos, write educational text, and design the annual 12-month roadside program calendar that is distributed for public outreach (an InDesign template is available)
- Organize volunteers and distribute native seed at the annual county seed pick-up
- Table at workshops or conferences that may be held to build community support for county roadside programs; some overnight travel to conferences or workshops within Iowa may be possible (up to 5 nights total over the length of the position)

Education and Outreach for other TPC programs (Lead Role)

- Support TPC project managers in communications, programming and events
- Develop and curate educational activities to be used by TPC staff, students, volunteers, and AmeriCorps members
- With guidance from TPC staff, prioritize and respond to requests for prairie-related education/outreach programs (e.g. tours, presentations, displays)

Other Duties (Supporting Role)

- Support AmeriCorps volunteer coordinator in natural areas management events
- Augment Plant Materials Program, in coordination with Plant Materials Program manager and Supervisor, as schedule allows
- Additional related duties as they arise or assigned by Supervisor in coordination with TPC program managers

The ideal candidate will possess the following skills:

- Interest in ecosystem restoration
- Strong writing skills
- Strong marketing skills
- Small-team collaboration skills
- Strong interpersonal communication skills
- Attention to detail
- Strong record-keeping and reporting skills
- Organized
- Self-motivated
- Punctual
- Accountable
- Passion for helping environmental causes
- Experience with Iowa plant identification or conservation fieldwork
- Comfortable interacting with a variety of people from different backgrounds and age groups
- Comfort serving independently in rural and office environments
- Experience with social media platforms (Instagram and Facebook)
- Experience with manipulating video
- Experience with digital photography

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- Knowledge of Microsoft, Adobe, and G - Suite apps, including Google Calendars, Google Documents

Members can expect to gain the following skills/experiences in this position:

- Experience coordinating with natural resource professionals at a nationally recognized center
- Experience creating social media posts
- Experience organizing volunteers, largely in coordination with the Volunteer Coordinator, Natural Resources Management position
- Experience implementing tours and educational activities at public outreach events
- Experience using InDesign to create outreach materials

To apply:

Complete the application on the Green Iowa AmeriCorps website at greeniowaamericorps.org/open-positions and select Tallgrass Prairie Center as the host site where you would like to serve. Note: even though you might not see 11-month Positions listed on the website, Green Iowa AmeriCorps is accepting applications, so please click the Apply Here button and complete the application. Contact GreenIowaAmeriCorps@uni.edu with questions.

