**POSITION: Land Regeneration Coordinator**

**GENERAL SUMMARY:** The Land Regeneration Coordinator will be responsible for the coordination and maintenance of all land care practices at Prairiewoods, to hold in trust the land’s rights and welfare in the context of our mission, and to nurture and cultivate proper relationship with it's woodlands, wetlands, prairie and gardens. The Coordinator is committed to the land’s health and well-being through sustainable practices such as regenerative agriculture, native landscape restoration and ecological education. It is the role of the Land Regeneration Coordinator to maintain the land utilizing the most up to date sustainable practices, to coordinate volunteers to help in this mission, and to reach out and educate the surrounding community about land ethics and best practices for regenerative land management.

**CLASSIFICATION:** Exempt

**MISSION EXPECTATIONS:** Prairiewoods’ mission is to provide a sacred space where people of all faiths and cultures are invited to explore and nurture their relationships with the Source of all Being, Earth, Self and Others, with an increasing awareness of the story of the Universe.

* Carries out Prairiewoods mission and philosophy in a professional manner.
* Creates and extends a welcoming hospitality.
* Presents a positive image regarding Prairiewoods and its activities.
* Handles sensitive and confidential information in a discreet, professional manner.

**ESSENTIAL FUNCTIONS:**

**Land Care:** 75% of work hours

* In collaboration with the Board of Directors Land Care Committee, oversees the living document that is Prairiewoods’ land care plan, which outlines prairie and woodland restoration, water management, and ongoing care for the long-term health of the land within the overarching ethic of land care adopted by Prairiewoods
* Ensures that the land care plan is operationalized through regular attention to, and presence on, the land engaging directly in land care practices. The Coordinator should plan to work outdoors a majority of the time, with seasonal adjustment. Outdoor work may include but is not limited to:
  + operation of tractor, mower, wood chipper, chain saw and other mechanical equipment
  + caring for prairie, woodland, wetland, trails, gardens, edible landscapes and lawns
  + Project management, carpentry, construction and maintenance of infrastructure
* Recruits, trains and supervises individual and group volunteers, in collaboration with Development Coordinator, to work as part of the land care team. This includes at least one regular volunteer work day each week, gardeners for the Garden of Eatin’, Healing Garden, various flower gardens, Green Community Gardens, Four Winds Food Forest, trails and groups who wish to offer one-time project work.
* The Coordinator is responsible for direct engagement with Metro Catholic Outreach and the Green Prairie Garden to assist in training of volunteers, problem solving for garden needs and planning, maintenance of the hoop house and any future structures. Together, they maintain best practices for a vibrant organic garden intended to address food security issues in the community through direct provision of fresh produce for the MCO food pantry.
* The Coordinator consults with the PW chef on garden planning and utilization of edible landscapes to ensure that PW is able to make use of produce cultivated on the grounds.
* The coordinator works with PW partners, both current and cultivated, to expand PW contributions to local food security efforts within the greater Cedar Rapids community.
* The Coordinator oversees all aspects of the recycling and composting programs, maintenance of outdoor infrastructure such as the Initi, (sweat lodge), labyrinth and root cellar.

**Program Offerings and Collaboration with Prairiewoods Partners:** 15% of work hours

* The Coordinator is committed to placing Prairiewoods' educational focus in the realm of integral ecology as foremost in his/her long-term planning and ongoing program consideration.
* Drawing on up-to-date best practices in environmental science and sustainability, the Coordinator will network with experts in related fields to bring their expertise to bear on Prairiewoods’ land care and on our programmatic offerings.
* To engage local and regional ecologically-oriented partner entities, civic, religious and spiritual congregations, the Coordinator will extend our educational and holistic healing reach to the larger community.
* The Coordinator will facilitate Prairiewoods program offerings, retreats, or represent PW at local events (as a speaker or attendee) as necessary and appropriate.
* The Coordinator acts as the liaison between Prairiewoods and the Iowa Renewable Energy Association who we host at the Jordan Solar Center on site.

**Coordinator Team Responsibilities:** 10% of work hours

* The Coordinator works collaboratively with all members of Prairiewoods’ staff by serving on the volunteer and land care committees of the organization and participates in others as needed to ensure our ecological focus pervades all aspects of our mission in respect to our ethical considerations, fund-raising, programming, outreach, and organizational practices.
* The coordinator works collaboratively with the Development Coordinator to secure vital funding for Prairiewoods’ sustainability
* The Coordinator attends all events identified as all-staff events
* The coordinator participates in the regular on-duty rotations for Center coverage during evenings/weekends

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

* Has internalized and is energized by opportunities to practice sustainable forest and land management.
* Has a commitment to ongoing study and network development related to modeling sustainable land management practices.
* Ability to learn and articulate the Franciscan perspective of sustainability.
* Excellent organizational skills; the ability to manage multiple tasks and prioritize work.
* Self-directed with the ability to motivate others to engage in land sustainability practices.
* Ability to operate a variety of tools and power equipment associated with land maintenance tasks.
* Proficiency in using computers, including knowledge of Microsoft Office, including Excel and use of the internet as a research and communications tool.
* Must possess a valid driver’s license.

Education and/or Experience:

* Knowledge of grounds and general land sustainability practices at a level normally acquired through completion of related course work through advanced education or equivalent work experience.
* Some educational background in theology or spirituality preferred.
* Knowledge of governmental regulations associated with land sustainability, including management of land maintained in a conservation easement is preferred.

Language Skills:

* Ability to communicate effectively in speaking and in writing.
* Ability to write reports, business correspondences and procedure manuals.
* Ability to effectively present information and answer questions from Sisters, staff, visitors and the general public.

Mathematical Skills:

* Ability to calculate figures and amounts.
* Ability to measure and mix substances used on grounds and land.

**WORKING CONDITIONS:**

Physical Demands: The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk, use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms, talk and hear. The employee is frequently required to walk on steeply sloped land or balance and stoop, kneel and crouch. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific correctable vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, sharp tools and outside weather conditions. The employee is occasionally exposed to wet, cold, and/or humid conditions; steeply sloped land, fumes and airborne particles; risk of electrical shock and vibration. The work may be noisy, dirty, dusty and/or greasy. Prairiewoods will provide trainings and certifications to ensure safe use of equipment and proper use of any potentially hazardous materials.

**ACCOUNTABILITY:** The person in this position reports to the Prairiewoods Director.

**PREREQUISITE:** Physical exam, drug screen, and criminal background check.

*The above statements are intended to describe the general nature and level of work required of this position. It is not meant to be an exhaustive list of all responsibilities, duties and skills required.*

RECEIVED BY: ……………………………….. DATE …………........