

St. Louis Butterfly Byway Project Manager

Position Description

SEEKING

Project Manager for the St. Louis Riverfront Butterfly Byway, which is the landscape urban monarch extension of *Milkweeds for Monarchs: The St. Louis Butterfly Project*.

SCOPE OF SERVICE

Mayor Slay launched *Milkweeds for Monarchs: The St. Louis Butterfly Project* to foster the connection between people and urban natural resources where they live, work, learn and play. *Milkweeds for Monarchs*, which aligns with the City of St. Louis Urban Vitality & Ecology Initiative, is an effort that advances objectives in the City of St. Louis Sustainability Plan, and carries out a priority in the Mayor's Sustainability Action Agenda.

The City has been awarded a grant from the National Fish & Wildlife Foundation to create urban monarch habitat at the landscape scale. The City will work with partners and volunteers to start the work of establishing a St. Louis Riverfront Butterfly Byway in January 2016, and the grant ends in December 2017. The Butterfly Byway will be a pollinator pathway, and have monarch/pollinator/prairie habitat at intervals along the City's 19 miles of riverfront. In support of these activities, the City will contract with a qualified individual to work approximately 15 hours per week to lead this effort and assist the City of St. Louis Sustainability Office with key coordination and grant management tasks:

- **Project Management** - Communicate with partners on grant activities in order to track project progress, to troubleshoot any challenges that arise, and to ensure that activities are carried out in a way that meets the goals of the City and its funders. Facilitate quarterly meetings with partners and stakeholders.
- **Accounting and Reporting** - Track all expenses associated with the NFWF grant and related St. Louis Riverfront Butterfly Byway efforts. Serve as administrative point of contact for granting organizations and other project partners. Track progress on grant metrics and requirements, and work with grant partners to prepare all necessary reports describing activities, deliverables, findings, and other accomplishments supported by the grant, as well as potential future directions for the program. Provide bi-weekly invoices on a timely basis.
- **Habitat Creation and Seed Collection** - Oversee creation of 31 acres of monarch habitat, and all associated activities, including development of maps, maintenance procedures, and greenhouse operations. Work with others to develop a plan for seed collection and orchestrate seed collection and propagation efforts.
- **Volunteer Coordination** - Help develop and organize a new STL Butterfly Brigade of volunteer stewards. Assist in facilitation of Butterfly Brigade trainings & workdays, in conjunction with the City's Monarch Community Liaison and project partners.

CONTRACT TERM

The contractor will enter into a contract and shall work approximately 15 hours a week. The contract will commence in December 2015, and end in December 2016. The position will be contracted for one year, with the possibility of being renewed for a second year. The

contractor will report to the Missouri Botanical Garden on contract aspects, be supervised by the Sustainability Director for the City of St. Louis, and work closely with partners and stakeholders. The position will pay approximately \$24 per hour.

QUALIFICATIONS & EXPERIENCE

- Previous project management experience required
- Working knowledge of natural resources systems; degree in horticulture or ecology preferred
- Strong written, verbal and visual communications skills
- Self-starter as well as a cooperative team player
- Proficiency with Microsoft Office required. Experience with Adobe Creative Suite preferred.
- Highly organized, detail-oriented and reliable

SUBMITTAL REQUIREMENTS

To apply, please submit the following items to Catherine Werner at werner@stlouis-mo.gov.

- Cover letter addressing how the candidate meets the qualifications
- Resume highlighting relevant skills and experience
- Contact information for at least three references
- Relevant work sample(s) (optional)