The Midwest Invasive Plant Network’s (MIPN) mission is to reduce the impact of invasive plant species in the Midwest. MIPN seeks an energetic, proactive Assistant who will report to the MIPN Coordinator and assist primarily with administrative and communications-related tasks such as scheduling meetings, phone calls, and webinars, typing agendas and notes, and organizing spreadsheets, contact lists, and databases. Other tasks will include data entry, generation of social media and website content, simple website updates, and assembly of a web-based newsletter. This is a part time position (roughly 20 hours/week) in our Lisle, IL office location.

**POSITION DUTIES:**
- **Communications tasks:**
  - Assist Coordinator with MIPN communications including website, social media accounts, emails, and physical mailings
  - Collect submitted articles and help assemble a periodic e-newsletter and an annual report
  - Maintain and organize contact lists
- **Administrative tasks:**
  - Assist in managing Coordinator’s calendar/schedule
  - Assist in scheduling meetings, conference calls, webinars and other events
  - Organization of physical and virtual office space
  - Assist with booking travel and associated paperwork
  - Assist with clerical duties related to conference planning (e.g., sorting and compiling abstracts, running reports on registration)
  - Perform secretarial functions, including some typing and data entry, copying, printing, scanning, etc.

**REQUIREMENTS:**
- Bachelor’s degree or coursework in progress with a focus on business or non-profit management, communications, biology, environmental science or a related field
- Experience and comfort with Microsoft Office suite and Google Suite (Drive, docs, sheets)
- Strong organization skills
- Strong time management and ability to meet deadlines
- Ability to organize work on multiple projects and switch between tasks as needed
- High energy and positive attitude
- Enthusiasm to learn on the job
- Ability to accommodate occasional overnight travel (1-2 times per year, all expenses reimbursed)

**PREFERRED SKILLS & EXPERIENCE:**
- Basic knowledge of invasive species concepts
- Familiarity with common invasive plants of the Midwest
- Event organization/administration experience
- Experience using Zoom web meeting software
- Experience using Mailchimp to manage mailing lists and send emails
- Non-profit experience
The successful candidate will be retained via a one-year contract through MIPN’s fiscal sponsor, The Morton Arboretum. Office space is located at The Morton Arboretum in Lisle, IL. Candidates will be asked to schedule their time in the office during business hours Tuesday – Thursday, though some remote work may be possible for the right candidate. Continuation of the position beyond one year will depend on successful acquisition of funding through grants, agreements, and membership fundraising. Compensation will be based on experience and is anticipated to be in the $18 - $23/hour range.

To apply, please send resume and letter of interest to:

Clair Ryan
MIPN Coordinator
mipn@mortonarb.org
4100 Route 53
Lisle, IL 60532