



**FLORIDA
WILDFLOWER
FOUNDATION**

The Florida Wildflower Foundation is seeking an hourly contractor for up to 48 hours per month to serve as its liaison to the Florida Department of Transportation (FDOT) and Florida Panhandle Wildflower Alliance (FPWA) in FDOT District 3 (Florida Panhandle). This contractor will report directly to the Florida Wildflower Foundation executive director.

Contract term: Three years

Duties:

- Assist in identifying county and state Wildflower Areas throughout the Panhandle, including wildflower and weed species identification.
- Work with FDOT to achieve policy and goals of the Florida Wildflower Foundation.
- Respond to requests for assistance from FPWA county coordinators.
- Interact with a variety of diverse stakeholders at the state and county levels, including government representatives, county and city commissions, tourism boards, business owners, garden clubs, native plant society chapters, Master Gardener chapters and others.
- Plan and coordinate every aspect of the FPWA annual meeting.
- Produce detailed monthly activities report.
- Communicate progress and other news regularly with FPWA members via list-serv, telephone and email.
- Help recruit FPWA members and maintain member listings by county.
- Monitor roadsides as needed and report concerns to FDOT.
- Administer the FPWA Facebook page and regularly post to it.
- Provide programs and presentations; participate in regional festivals to promote the FPWA; write and distribute appropriate wildflower profiles to regional media outlets.
- Perform other duties as assigned.

The qualified candidate will:

- Have a proven record of networking and coordinating with diverse community and business groups; city, county and state government entities, and NGOs.
- Have knowledge of the workings of state, county and municipality governments; the Florida Wildflower Foundation's roadside wildflower program; Florida native wildflower and plants and roadside habitats; Florida Department of Transportation wildflower program and procedures, and the workings of public works departments.
- Be located within Florida's Eastern Panhandle.
- Have valid driver's license, as well as vehicle and comprehensive liability insurance.
- Be able to operate a vehicle for more than two hours at a time and drive during both daylight and nighttime hours.
- Be able to lift up to 20 pounds.

Desired:

- A degree in biology, botany, wildlife ecology, environmental studies or related is preferred but not required.

Send a proposal and hourly rates to Lisa Roberts, Executive Director, Florida Wildflower Foundation, (lroberts@flawildflowers.org) by 5 p.m. June 30, 2017.