



Conserving native species and habitats through restoration, research, and education

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Southwest Office Job Announcement

Job Title: Agricultural Liaison (Ag Liaison)
Office Location: Santa Fe, NM
Status/duration: Full time/1 year
Start date: Sept-Oct 2019
Compensation: \$18/hour with benefits
Applications due by: September 16th, 2019

The Institute for Applied Ecology (IAE) is a dynamic nonprofit organization whose mission is to conserve native species and habitats through restoration, research and education. Our Southwest Office works in New Mexico and Arizona. We cultivate partnerships to facilitate large-scale, regional conservation projects, develop ecologically appropriate sources of native seed, offer native species education opportunities and materials, provide technical assistance to restoration and management planning and implementation, and conduct on-the-ground habitat restoration and applied research.

The Southwest Office of the **Institute for Applied Ecology** (www.appliedeco.org) seeks to hire an Agricultural Liaison (Ag Liaison) with a diverse skillset to support native seed production in New Mexico and Arizona. The primary project is to collaboratively support the New Mexico State Seed Certification and Noxious Weed Free Program in the development of a native seed certification program (i.e., Pre-Varietal Germplasm Certification program) for NM. Work areas also include providing technical support to new growers, seed production field inspections, seed processing, and technical support for the Southwest Seed Partnership.

Duties of the Ag Liaison:

- Seed Certification (25%):
 - Work closely with Southwest Seed Partnership (SWSP) Coordinator, NM State Seed Certification and Noxious Weed Free Program and agency partners to develop and implement a native seed certification program for NM.
 - Coordinate with Seed Certification to verify SWSP collection sites.
- Grower Support (25%):
 - Provide technical support to native seed farmers in the Southwest (primarily small scale farmers in NM and AZ).
 - Assist with farm capacity assessments and facilitate new farmers; work with partners to coordinate native seed farming trainings and workshops.
 - Coordinate with nurseries and farmers to deliver wild-sourced seed, track accessions, and ensure that production activities are on schedule.
 - Facilitate production contracts. Oversight of production fields in NM and AZ.
 - Build and maintain relationships with Southwest farmers. Help to expand the native seed industry for the Southwest.
- Southwest Seed Partnership Support (20%):
 - Lead Seed Quality Subcommittee for Southwest Seed Partnership

- Work with SWSP Coordinator and agency partners to update contractor technical specifications for use of native species.
- Travel to Arizona, Texas, and Southern New Mexico to assist with field inspections.
- Link restoration and agricultural partners and practices.
- Facility and Equipment management (15%)
 - Management of seed processing facility; help track and manage seed.
 - Supervise seed processing interns and temporary staff.
 - Manage check-in/check-out system for farm equipment.
- Engage in outreach: (10%)
 - Assist SWSP Coordinator with preparation of reports and newsletters.
 - Assist with tours and presentations for funders, partners, and the public.
 - Organize and lead volunteer work parties.
- Develop skills (5%)
 - Obtain training and attend professional conferences. Possibly obtain a New Mexico pesticide applicator's license.
 - Prepare grant proposals and help to acquire funding for continued grower coordination.
 - Become fluent in AOSCA (Association of Official Seed Certification Agencies) practices and standards.
- Out-of-town travel may be required (up to 40%) during peak season. Vehicle provided by IAE.

Qualifications:

- Bachelor's degree in agricultural sciences, horticulture, or related field with at least 2 year of work experience (preferred), 1 year (acceptable).
- Strong organizational skills and attention to detail. Experience managing and coordinating several projects simultaneously. Experience with contracts, contractor management, project planning and implementation, budgeting, and permitting (preferred).
- Positive attitude and excellent oral and written communication skills. Experience working with farmers and developing and maintaining relationships with partners.
- Experience with farming and production planning in the Southwest (preferred).
- Familiarity with plant materials development, particularly for native species.
- Plant identification skills (including common weeds). Familiarity with New Mexico plant communities (preferred).
- Demonstrated proficiency with Microsoft Office applications (Word, Excel, PowerPoint).
- Good physical condition. Ability to work long hours in adverse weather conditions (heat). Ability to lift 80 pounds. Ability to hike up to 3 miles carrying a 40-pound pack and work in a bent-over/kneeling/sitting position for long periods of time.
- Familiarity with non-profits (preferred).
- Willingness to operate ATV and other restoration equipment as needed.
- Current U.S. driver's license.

How to Apply

Compensation and Duration: Compensation for this position is **\$18.00/hr.** with benefits. Employment term runs one year (Sept. 2019 - Sept. 2020) with potential for extension based on performance and funding.

TO APPLY: You must complete the online application form and upload your letter of interest, resume, and transcripts.

[Form for users with Google accounts](#) (allows file uploads)

[Form for users without Google accounts](#) (requires emailing files)

If you encounter technical difficulties please contact swjobs@appliedeco.org. Writing samples may be requested for top applicants. **Application period closes on September 16th, 2019 at 11:59 pm**

Mountain Time. You will be required to include the names and contact information for three references in your online application form. AT LEAST ONE reference must be a supervisor from a work experience.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. Non-U.S. residents must also include a copy of their work visa. Applications will be considered upon receipt.

IAE supports diversity and equity, and we encourage applications from all groups of people. We recognize that the strength of IAE is in our people, and we believe that every employee has the right to work in surroundings that are free from all forms of unlawful discrimination and harassment. IAE does not and will not discriminate in employment and personnel practices, and our commitment to equal employment opportunity applies to every aspect of the employment relationship.

Questions? Please direct all inquiries to swjobs@appliedeco.org