

## Plant Materials Coordinator Job Announcement

**JOB ANNOUNCEMENT:** Plant Materials Coordinator 2

**Office location:** Corvallis, Oregon

**Status:** Regular, full time

**Compensation:** \$23 - \$26/hr. depending on experience, plus competitive benefits package.

**Closing date:** For full consideration apply by March 1.

**About Us:** The [Institute for Applied Ecology](#) (IAE) is a dynamic nonprofit organization founded in 1999 whose mission is to conserve native species and habitats through restoration, research and education. We fill a unique niche among nonprofits and work with a diverse group of partners including federal, state and county agencies and municipalities, and other conservation nonprofits to accomplish our mission. We maintain an open and convivial office environment with approximately 28 regular staff in our main office in Corvallis, OR and our branch office in Santa Fe, NM. We are committed to diversity and equity in our workplace and the communities we serve. Please see our [mission and diversity statements](#).

**Position Summary:** IAE is seeking to hire a Plant Materials Coordinator 2 with a diverse skillset to lead native seed collection and plant materials related projects and manage IAE's native seed inventory as part of the Plant Materials team. Projects will occur in Oregon's Willamette Valley, the Coast Range, central and eastern Oregon, and northern California. Seed collection and plant materials management will support the conservation, restoration and recovery of rare plants, wildlife and habitats throughout these areas.

### Job Responsibilities

- Manage Plant Materials Program projects and activities on public and private lands (60%)
  - Manage all aspects of project planning and implementation for seed collection efforts in multiple states.
  - Provide contract and budget oversight, coordinate communication with project partners and funders, implement safety procedures, secure permits as needed.
  - Develop, oversee and implement seed collection data collection and management protocols.
  - Assist with coordination and facilitation of project and partner meetings.
  - Conduct native seed field inspections.
  
- Manage IAE's native seed inventory (10%)
  - Update and maintain relational databases.
  - Develop and implement data management procedures.
  - Identify systems and procedures to improve plant material procurement, storage, and dispersal to projects.
  - Coordinate annual physical seed inventory process.
  - Coordinate annual seed acquisition and mixing efforts for IAE and partner projects.
  
- Supervise/Coordinate staff, volunteers and contractors (10%)

- Assist with hiring, training and supervising work of local and remote seasonal field crew(s).
- Assist with hiring, training and supervising work of local plant materials technician(s).
- Develop and manage native seed production contracts with local growers.
- Prepare contracts, hire, schedule, and supervise contractors and work crews.
- Outreach/Written Communication (10%)
  - Prepare technical reports for funding and permitting agencies.
  - Write engaging newsletter articles for the public.
  - Build and maintain connections with partners, funders and work closely with private landowners.
  - Conduct tours, workshops, and presentations for funders, partners, and the public.
  - Organize and lead volunteer work parties.
- Prepare grant proposals and help to acquire funding to support the Plant Materials Program (5%)
  - Work with IAE staff and partners to develop project concepts and proposals.
  - Draft project proposal budgets and write narratives.
- Other duties as assigned (5%)
  - Attend trainings, assist staff on projects in other programs, etc.

### **Minimum Qualifications**

- Bachelor's degree in botany, biology, wildlife, horticulture, ecology or related field with five years of post-degree experience or Master's degree in one of the same areas with three years of experience.
- Strong organizational skills and attention to detail. Experience managing several projects simultaneously. Experience with contract development and oversight, project planning, budget management, and reporting.
- Positive attitude and excellent oral and written communication skills. Experience developing and maintaining relationships with partners and private landowners.
- Experience supervising field crews.
- Experience with Seeds of Success or other seed collection protocols and systems, including preparation of voucher specimens and management of seed collection data and reporting.
- Strong skills in plant identification, demonstrated ability to learn new species and families, familiar with plant families and use of dichotomous keys, able to identify suite of target species.
- Demonstrated proficiency with Microsoft Office applications (Word, Excel, PowerPoint), Google Suite and ArcGIS.
- Experience and skills in Microsoft Access or other relational database management programs.
- Experience with conducting seed collection protocols. Able to collect native seed from wild populations and instruct others on target/non-target species ID.
- Navigational and mapping skills using mapping apps on a tablet and aerial photos/compass.
- Ability to work long hours in adverse weather conditions with potential exposure to poison oak. 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.
- Willingness to operate a seed cleaning and other equipment as needed.
- Current U.S. driver's license and acceptable driving record.

- Willingness for out-of-town travel required as needed to complete work program and to attend meetings and conferences.

### **Desired skills, abilities and experience**

- Strong skills in Pacific Northwest and Intermountain West plant identification, and familiarity with regional plant communities and habitat requirements for wildlife.
- Familiarity with seed identification, handling, and storage practices. Ability to adapt seed facilities as needed for improved storage conditions, assess seed labs and work with them for seed testing, interpret seed tests, and assess seeds for maturity.
- Strong skills in data management, and ability to design and perform quality control systems. Able to import/export and design queries to extract data from relational databases in Microsoft Access.
- Experience creating maps in ArcGIS and AGOL, ability to develop data forms in applications such as Survey123 or similar.
- Familiarity with non-profits and a record of funded grant proposals is desirable.

### **How to Apply**

To apply for this position:

1. Complete the online job application form: <https://forms.gle/MfTL3n8kKb6fMN7x6>. You will need the following information.
  - a. Current contact information.
  - b. When you would be available to work (Preference for applicants who can start before April 15, 2021).
  - c. Contact information (phone and email) for three professional references (including past employers).
  - d. Answers to specific online questions (we recommend you complete these offline, then paste into the application form).
2. Email your letter of interest, resume and writing sample (technical report, management plan, scientific paper, or grant proposal preferred, if available) to [jobs@appliedeco.org](mailto:jobs@appliedeco.org) with "IAE Plant Materials Coordinator" in the subject line of the email.

*Letters of recommendation, additional writing samples, and/or college transcripts may be requested for top applicants.* Applications must be received by March 1, 2021. 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 until the application deadline.

### **Questions may be addressed to:**

Sienna Hiebert, [siennahiebert@appliedeco.org](mailto:siennahiebert@appliedeco.org).

For more information about IAE and this program, visit our website [www.appliedeco.org](http://www.appliedeco.org).

*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.*