

Ecologist Job Announcement: Southwest Office

Job Classification: Ecologist

Supervisor: Southwest Branch Director

Status: Regular, full-time

Office Location: Santa Fe, NM (Southwest Office)

Compensation: \$22-\$25/hour, depending on experience, plus competitive benefits package

Closing Date: March 13th, 2022

About Us

The [Institute for Applied Ecology](http://www.appliedeco.org) (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 to accomplish our mission. We maintain an open and convivial office environment with approximately 24 regular staff in our main office in Corvallis, OR and 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](#). The Southwest Office (IAE SW) works to conserve the Southwest's diverse biological resources in collaboration with conservation leaders in New Mexico and Arizona.

Position Description

IAE SW seeks to hire an Ecologist with a diverse skillset and interests in restoration implementation, conservation planning, research and monitoring, native plant materials development, and rare species recovery. This position is ideal for an ecologist who enjoys working with a team on a wide variety of projects and is looking for an opportunity to apply both practical on-the-ground skills as well as office-based conservation planning skills. This position also supports the [Southwest Seed Partnership](#) by assisting with native seed collection and cultivation efforts. Occasional out-of-town travel required. Field project work may occur in several locations in New Mexico and Arizona. The ideal start date for this position is by April 2022.

Job Responsibilities and Duties

An Ecologist develops, manages and implements projects, as well as contributes to grant-writing in support of their program. Core responsibilities of this position include project management, coordination or supervision of others, writing, and grant/agreement proposal preparation.

Project management (55%)

- Works on budgets and project work plans.
- Implements project work plans, including field work components, with support from supervisor and Southwest team. Types of projects include pollinator recovery and corridor restoration projects, rare plant surveys and germplasm banking, monitoring for a restoration study in the Chihuahuan Desert, support for seed inventory database, various seed collection and restoration projects with the National Parks Service, and assistance with the New Mexico Meadow Jumping Mouse restoration project, native seed increase fields, and the Arizona seed collection crew.

Writing (20%)

- Edits existing reports, writes new reports/products with support from supervisor.
- Participates in a review and revision process with peers and supervisors as part of the document finalization process.
- Effectively communicates in writing appropriate information to the anticipated audience, which may be a funder, a member of the scientific community/peer-reviewed outlet, a project partner, a member of the public, etc.

Coordination or supervision of others (15%)

- Coordinates interns, volunteers, subcontractors, and supports hiring of interns and technicians

Grant/Agreement proposal preparation (10%)

- Contributes to grants/proposal narratives and/or budgets as well as successful acquisition of program funding.
- Develops proposals, including cultivation of a relationship and coordination with the funder and project partners and development of the project concept, budget, and schedule.

QualificationsMinimum Qualifications

- Strong organizational skills and attention to detail. Experience managing and coordinating several projects simultaneously.
- Positive attitude and excellent oral and written communication skills.
- A minimum of five years of experience in plant ecology, or a related field.
- Demonstrated proficiency with Microsoft Office applications (Word, Excel, PowerPoint) & Google Suite.
- Ability to work long hours in adverse weather conditions (heat). 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.
- Ability to navigate to field sites using tablets or GPS.
- Current U.S. driver's license and acceptable driving record.
- Interest and experience working with rare plant species.

Required skills, abilities and experience

- **Plant Species ID:** Familiarity with plant families of the Southwestern region.
- **GIS:** Use hand-held GPS units to navigate to field sites and/or record data. Make maps using ArcGIS desktop software with existing layers.

- **Restoration implementation:** Able to implement common on-the-ground restoration techniques such as hand or mechanical weeding, herbicide application, planting or seeding.
- **Restoration planning:** Able to provide treatment effectiveness assessments.
- **Electronic data capture (software):** Able to use electronic data collection platform independently, make updates/minor edits as needed. Platforms may include ArcCollector, Survey 123, S1, or others.
- **Data Collection and Entry:** Able to collect, enter, and implement data QA/QC.
- **Monitoring:** Able to implement existing monitoring layout and data collection protocols and implements monitoring layout and data collection and troubleshoot common issues independently.
- **Data Management:** Able to enter data using database software or other data storage system. Able to import/export and design simple queries to extract data from database.

Additional desired skills, abilities and experience

- **Meeting facilitation:** Able to plan, facilitate, and provide follow-up for group or public meetings with minimal support or supervision.
- **Peer Reviewed Publications:** Ability to contribute writing of individual sections and/or conduct basic statistical analysis. In addition, able to independently complete writing of multiple sections, including conducting necessary statistical analyses and writing of results.
- **Statistics:** Additional experience/training in some/all of the following: Advanced Univariate/Intermediate Multivariate (Multiple comparisons, Multiple Regression, Multi-factor ANOVA, Kruskal-Wallis, Friedman Test, categorical data analysis); Experimental design (randomized block, factorial, repeated measures).

TO APPLY: Email a letter of interest and resume as a single pdf to swjobs@appliedeco.org. Include "Southwest Ecologist Application" in the subject line of the email. Your letter of interest must state when you will be available to start work. Please include the names and contact information (phone and email) for three references on your resume, including past employers.

Letters of recommendation, additional writing samples, and/or college transcripts may be requested for top applicants. Applications must be received by **Sunday March 13th, 2022** by 11:59pm Mountain Standard Time. 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 should be directed to Melanie Gisler melanie@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.

IAE apoya la diversidad y la equidad, y fomentamos las aplicaciones de todos. Reconocemos que la fortaleza del IAE está en nuestra gente, y creemos que cada empleado tiene el derecho de trabajar en entornos que están libres de todas las formas de discriminación y acoso. IAE no discrimina ni discriminará en las prácticas de empleo y personal, y nuestro compromiso con la igualdad de oportunidades de empleo se aplica a todos los aspectos de la relación laboral.

Studies have shown that Black, Indigenous and People of Color (BIPOC), women and other marginalized groups are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

VACCINE REQUIREMENT: IAE has a mandatory Covid-19 vaccination policy. All employees are required to submit proof of vaccination prior to employment. Applicants may request exceptions and reasonable accommodations for medical or religious reasons. Any offer of employment will be contingent on complying with this policy.