Plant Materials Technician 2

About IAE
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. 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 a branch office in Santa Fe, NM. We are committed to diversity and equity in our workplace and the communities we serve.

Southwest Office Overview
Our Southwest Office (IAE SW) 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.

IAE SW seeks to hire a Plant Materials Technician 2 for fall and winter 2020-2021 (~Nov-Mar). The Technician will work closely with IAE SW staff to support projects related to IAE SW’s Native Plant Materials and Restoration Programs. This position will be based in Santa Fe, New Mexico, and may involve occasional travel for fieldwork. The position is full-time for 16 weeks, with flexible start and end dates. This is an exciting opportunity to learn practical plant materials skills, gain exposure to a wide variety of applied conservation and restoration projects, while helping to further IAE’s mission of conserving native habitats and species through restoration, research, and education.

Job Responsibilities and Duties

- Process and clean seed from native species seed collections. Note: a significant amount of time (30-60%) will be spent handling and processing native seed independently at the IAE SW seed lab. Processing involves using hand screens/sieves as well as mechanized equipment (clipper, air separator and brush machine). PPE and training on safe use of all equipment will be provided, but technician must be ok with physical work including dust and noise.
- Hand process rare plant seed collections and data entry
- Assist IAE SW staff with organization of incoming and outgoing seed – data management and prioritization
- Herbarium voucher mounting and organization
- Handle, weigh, measure, record seed for seed testing
- Update seed cleaning protocols and seed management documents
- Assist with data entry and quality control
- Perform literature reviews on the biology, ecology, and production potential of native plant species
- Assist IAE staff in native seed collection, farm fields, weeding, site prep
- Support restoration and monitoring activities
- Participate in staff meetings and Southwest Seed Partnership meetings (which are online during pandemic)
- Provide regular email progress updates to collaborating staff or partners

Qualifications
- Ability to work in bent-over, kneeling, or standing positions for significant periods of time
- Data management experience; experience with Excel
- Detail oriented, organized, creative problem solver
- Able to take initiative and work independently but communicate often with staff
- Comfortable around equipment, such as seed cleaning machines
- Excellent communication skills and experience working on a team

Preferred Skills:
- Experience with proper handling and processing of seed preferred
- Bachelor’s degree with a minimum of two to three years of coursework in environmental science biology, botany, or a related field
- Plant identification skills and familiarity with Southwest flora
- Ability to lift at least 40 lbs. and hike up to 6 miles per day

Compensation and Duration:
Compensation for the Plant Materials Technician is $18.13/hour (housing/housing stipend are not available for this position). Expenses for overnight food/camping as needed are covered by IAE. Paid leave available for holidays and unpaid leave permitted for cultural events. This is a full-time temporary position with no additional benefits.

Employment term runs from Nov - March (16 weeks- flexible start and end dates) with the possibility of extension.

TO APPLY: Email a letter of interest and resume to swjobs@appliedeco.org. Your letter of interest must state when you will be available to start work (this is a MUST). Please include the names and contact information for three references on your resume. AT LEAST ONE reference must be a supervisor from a work experience. Application period closes on Oct 20, 2020 at 11:59 pm.

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. Please direct all inquiries to swjobs@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.