



Institute for Applied Ecology

Dedicated to native ecosystem conservation, research, and education
1850 Old Pecos Trail, Santa Fe, NM 87505

The Institute for Applied Ecology (IAE) is a non-profit started in 1999 with a mission to conserve and restore native plants and their habitat through restoration, research, and education. Our vision is a world where all people and wildlands are healthy and interact positively, biological diversity flourishes, and environmental challenges are met with a social commitment to solving problems with scientific principles.

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 values 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.

NEW MEXICO SEED COLLECTION CREW LEAD

Start Date: 05/21/2024

End Date: 11/2024 (date TBD)

Location: Santa Fe OR Carlsbad, New Mexico (2 positions available)

Status: Temporary, Full-time

Compensation: \$22.05/hr

Plus, travel expenses associated with overnight field work (food and lodging), paid holidays, sick leave, overtime pay, and a \$150 gear stipend.

Background Check:

A Department of Interior background clearance must be completed before the selected candidate may report to duty. A representative from the Bureau of Land Management (BLM) will provide instructions for completion of the clearance after the candidate has been selected and will notify the candidate when they have been cleared to start the position. **This process will determine the exact start date.**

Position Description

Our Southwest Office is hiring two crews consisting of one Crew Lead and two Crew Technicians each for the 2024 seed collection season in Santa Fe and Carlsbad, New Mexico (May-November). The work schedule will typically consist of either four 10-hour days, Monday through Thursday—or, rarely, eight 10-hour days Wednesday through the following Wednesday. Field work involves overnight camping for 4-8 day periods. There will be one crew based out of Santa Fe, NM and one based out of Carlsbad, NM. Crews will travel to field sites in a provided 4x4 vehicle. Field sites are located throughout Northern New Mexico (Santa Fe crew) and throughout Southern New Mexico (Carlsbad crew), primarily on Bureau of Land Management (BLM)

-administered lands. This is an exciting opportunity to participate in a large collaborative effort supporting the first critical step of acquiring wild plant materials for use in restoration and revegetation projects.

The Carlsbad crew will be based out of the BLM Carlsbad Field Office (CFO) in the [Chihuahuan Desert Ecoregion](#). This region hosts exceptionally high diversity of plants, animals and ecotypes, as well as rapid energy development. Field work in areas with oil and gas extraction requires additional safety measures. The schedule consists primarily of day trips, but overnight travel and camping is occasionally required.

The Santa Fe crew will be based out of the BLM New Mexico State Office and cover the [Arizona/New Mexico Plateau ecoregion](#). More frequent overnight travel and camping is required for this crew.

This is a full-time, temporary position that requires overnight camping and non-traditional work hours inclusive of weekend and evening hours.

Specific Responsibilities

- Conduct fieldwork: monitor phenology of target species, collect botanical voucher specimens, assess seed quality and collect native seeds, record site data, document activities, and prepare seed for shipping
- Collaborate closely with IAE Southwest team to meet collection targets
- Prioritize safety; adhere to check-in/check-out procedures and communications via cell phone or GPS device to ensure crew safety
- Supervise, support and work alongside 2 technicians
- Communicate with land managers or partners to facilitate access to collection sites; represent IAE in a professional manner
- Manage data collection and entry, and oversee data QA/QC
- Plan overnight camping and field work schedule

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.

Minimum Qualifications

- A positive attitude with an interest in ecology and botany
- Excellent communication skills and experience working on a team
- Organized and detail-oriented
- Data management experience; experience with Excel and data QA/QC
- Able to conduct frequent bending, kneeling, and standing
- Able to work in a variety of adverse weather conditions, such as strong winds, extreme heat and sun exposure, monsoonal rains, flash flooding, lightning, and hazardous wildlife (i.e. rattlesnakes, scorpions, bears)
- Must have a valid driver's license (in good standing) and ability to drive a 4WD vehicle on rugged, off-highway gravel or dirt roads
- Ability to lift at least 40 lbs. and hike up to 6 miles per day
- Experience navigating to remote field sites using GPS
- Plant identification skills and experience using technical keys and collecting plant vouchers

- One or more seasons of field work experience, with preference given to those with skills in seed collection and identifying plants of New Mexico, or the Southwest
- Able to conduct creative problem solving independently

Preferred Qualifications

- Previous leadership experience leading a group of two or more people
- 1+ field seasons performing plant identification and vegetation sampling
- First Aid certification
- Experience using ArcGIS software and GPS mapping applications
- Coursework/training in botany and/or degree in botany or related field

How to Apply

Please email the following PDF documents to humanresources@appliedeco.org by **11:59 pm, Sunday, January 31st, 2024**.

- Brief cover letter describing your interest in the position and how this position aligns with your goals.
This should be a single page document with 2–3 paragraphs.
- Resume identifying relevant *paid or unpaid* experience.

We also ask that you answer all questions in the [online application form](#). The contact information of 2–3 references can be provided on the online application form but can be changed at any time in the hiring process. References will be contacted upon completion of the interview.

If you have any questions or concerns, please refer to our [FAQ](#) or contact us at humanresources@appliedeco.org and we will get back to you as quickly as possible.