

## **Native Seed Network Coordinator Job Announcement**

**Job Title:** Native Seed Network Coordinator

**Office Location:** Corvallis, Oregon

**Status:** Full-time, regular

**Term:** 2 years (through February 2026), possibility for extension depending on funding and staff needs

**Supervisor:** Plant Materials Program Director

**Compensation:** \$27 - \$28.50/hr depending on experience, plus benefits

**Closing date:** For full consideration apply by January 7, 2024. Applications will be evaluated beginning January 8, 2024.

**Expected start date:** late February to early March, 2024

**ABOUT US:** The [Institute for Applied Ecology](#) 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 50 regular staff in our main office in Corvallis, OR and field office in Santa Fe, NM and in remote positions over 5 states. We are committed to diversity and equity in our work place and the communities we serve. Please see our [mission and diversity statements](#).

The Institute for Applied Ecology's Plant Materials Program works with partners throughout the Pacific Northwest and beyond to improve the availability of plant materials, primarily seeds, for restoration and management of native habitats and species. We form partnerships, including formal partnerships such as the Willamette Valley Native Plant Partnership and Coastal Native Seed Partnership, with a wide variety of organizations to improve seed markets and stabilize the supply of and demand for native seeds. To enhance the species and genetic diversity of plants available for habitat restoration, we collect seed from the wild and increase it through carefully managed, source-identified agricultural production at our 2.5 acre native seed farm. We convene seed producers and users through the Native Seed Network and the National Native Seed Conference.

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:** In compliance with federal guidelines, IAE has a mandatory COVID-19 vaccination policy. All employees are required to submit proof of vaccination prior to employment. Employees may request exceptions and reasonable accommodations for medical reasons or sincerely held religious beliefs. Any offer of employment will be contingent on complying with this policy.

**POSITION SUMMARY:** Are you looking for a unique position that combines native plants, data management, and networking on a national level? The Institute for Applied Ecology seeks a full-time, two-year duration project manager 2 in its Plant Materials Program to coordinate the Native Seed Network (NSN). The NSN Coordinator will work with growers, land managers, restoration practitioners, regional seed partnerships, and contractors to update and relaunch the NSN website as well as assist with planning the [National Native Seed Conference](#) and support regional seed partnerships in Oregon and beyond. The NSN website is an online service that connects habitat restoration practitioners with seed producers and acts as a hub for online decision tools, such as the Climate Smart Seedlot Selection Tool. The update and relaunch of the new NSN website will also include a new hub for regional seed partnerships.

## **JOB RESPONSIBILITIES**

- Lead all aspects of NSN website update and relaunch.
- Manage website and app development subcontractors.
- Provide input to app developers on topics such as grower resources, native seed users, native seed ecology, etc.
- Research existing tools and resources used by the native seed industry.
- Review website and apps developed by subcontractors; provide edits and feedback.
- Create additional materials using GIS or AGOL applications (e.g., StoryMap, Survey123).
- Database management including modernizing past databases.
- Promote progress and use of updated NSN website at conferences, especially the National Native Seed Conference.
- Respond to general inquiries about native seed received by IAE.
- Assist Plant Materials Program Director and other IAE staff with National Native Seed Conference planning. Tasks may include but are not limited to:
  - Outreach to potential sponsors and exhibitors
  - Conference program development
  - Conference coordination
- Connect with regional seed partnerships throughout the country to collect and disseminate information and resources.
- Assist Plant Materials Program Director with coordination of two regional seed partnerships in Oregon. Tasks may include but are not limited to:
  - Partner outreach via email, newsletters, and/or in person discussions.
  - Update and maintain seed tracking database.
  - Assist with coordinating subcommittee meetings.
- Coordinate and plan informal quarterly meetings with regional seed partnerships across the nation.

## **Qualifications**

- Bachelor's degree in botany, ecology, natural resources, horticulture, GIS 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. Strong coordination, facilitation, team building and collaboration skills.
- Demonstrated proficiency with Microsoft Office applications (Word, Excel, PowerPoint), Google Suite and ArcGIS, particularly ArcGIS Online applications and mapping.
- Experience and skills in Microsoft Access and/or other relational databases.
- Strong data management skills including quality control tasks, importing and exporting data.
- Familiarity with the National Native Seed Strategy and/or native seed supply chain.
- Familiarity with restoration and conservation practices.
- Positive attitude and excellent oral and written communication skills.
- Current valid driver's license.
- Requires successful completion of a background check of driving record.

## **HOW TO APPLY**

To apply for this position:

1. Complete the [job application form](#)
2. You will need the following information:
  - a. Your contact information
  - b. When you would be available to start work
  - 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)
3. Email your resume and cover letter to [humanresources@appliedeco.org](mailto:humanresources@appliedeco.org) with the subject line "Native Seed Network Coordinator."

**Questions may be addressed to: Alexis Larsen, [alexislarsen@appliedeco.org](mailto:alexislarsen@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.*