**INTERNAL JOB POSTING**

**National Tropical Botanical Garden**

**Plant Records Manager – (Living Collections and Horticulture)**

We are currently seeking qualified candidates for a full-time Plant Records Manager with benefits at the Conservation and Horticulture Center in Lawa’i Valley, Kaua’i.

Ideal applicant will have a B.A. in Botany or related field and be highly proficient in Microsoft Access, Word and Excel. Working knowledge of GIS and mapping preferred. Salary will be determine upon experience.

Applications are available and will be accepted at NTBG Headquarters, 3530 Papalina Road Kalaheo, HI 96741. For more information please contact Shantell San Agustin

(808) 332-7324, Ext. 229, Fax (808) 332-9765 or email your resume to [hr@ntbg.org](mailto:hr@ntbg.org).

Salary information will be provided to the successful candidate.

Deadline for interest in this position: January 5, 2012

National Tropical Botanical Garden - supported by your donations and dedicated to the conservation and study of the world’s tropical plants.

An Equal Opportunity Employer/Pre-Employment Drug Screening Required

12/13/11