



*Conserving native species and habitats through restoration, research, and education*

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**JOB ANNOUNCEMENT:** Southwest Seed Partnership Coordinator  
Applications due by February 1, 2018

The Institute for Applied Ecology (IAE) is a nonprofit organization whose mission is to conserve native species and habitats through restoration, research and education. Our Southwest Program works in New Mexico and Arizona. We cultivate partnerships to facilitate large-scale, regional conservation projects, develop ecologically appropriate sources of native seed, provide native species education opportunities and materials, and conduct on-the-ground habitat restoration and applied research.

IAE SW seeks to hire a Southwest Seed Partnership Coordinator with exceptional communication skills and a background in botany, crop science, restoration, ecology, or related field to lead a multi-regional seed program. The goal of the Southwest Seed Partnership (SWSP) is to increase the supply and diversity of appropriate native plant materials by coordinating the needs of restoration partners and facilitating the native seed industry for the southwest. The SWSP is implementing the National Seed Strategy.

**Specific responsibilities include:** Make high quality native plant materials available for restoration by leading several activities:

- Native seed collection
  - Work with partners to develop target species lists.
  - Supervise IAE NM seed crew and collection activities and help provide direction and support to all SWSP seed teams. Collect seed using Seeds of Success (SOS) protocols. Coordinate with AZ partners and collection crews. Properly store and clean seed.
  - Build accessions for grow-out. Assess appropriate seed zones and research needed working with geneticists and other researchers.
- Native seed production
  - Facilitation of production contracts
  - Oversight of production fields in NM and AZ
  - Support and expand the native seed industry for the southwest.
- Data organization and management: Coordinate with seed teams to manage native seed collection and accessions data using physical records, Access, and geodatabase.
- SWSP Coordination
  - Work with project funders (US Forest Service R3 and NM Bureau of Land Management) and other stakeholders (public and private land managers, conservation organizations, contractors, and native seed producers) to address diverse restoration needs in NM and AZ.
  - Facilitate 2 stakeholder meetings per year (NM & AZ) and help the partnership reach consensus on important plant materials decisions.
  - Lead 1-4 subcommittees.
  - Maintain content/design for the SWSP webpage/website. Write reports, newsletters, and give presentations.

- Develop a strategic plan for the Southwest Seed Partnership to increase capacity, create a budget and 5-year plan for collection and production, and identify program benchmarks.
- Write grant proposals to advance program goals and contribute to the continuation of the Coordinator position.
- Out-of-town travel (New Mexico and Arizona) and field work (up to 40% of the time) may be required as needed to complete these tasks. Overnight travel is expected about 10-20 times per year. Most trips would be to southern New Mexico during summer months and may include periodic camping.

**Minimum Qualifications:**

- Bachelor's degree in biology/botany, agriculture, or related field with 2 years of experience.
- Outgoing, energetic, and flexible. Excellent interpersonal, verbal, and written communication skills. Experience working in groups, networking, and engaging in public speaking and ability to effectively facilitate large meetings. Crew lead or supervisory experience.
- Highly organized. Ability to manage multiple/complex objectives. Able to set priorities and take initiative.
- Knowledge and experience with native seed and plants, restoration, and ecology. Interest in working with farmers.
- Proficient with MS Office, especially Excel and Access.

**Preferred Skills:**

- Master's degree plus 2 years of relevant experience
- Strong GIS skills
- Field experience working in southwest habitats and familiarity with the flora. Knowledge of southwest restoration needs and potential native seed stakeholders
- Knowledge of the Bureau of Land Management SOS protocols and seed transfer zone considerations
- Experience working with native seed producers and understanding of the nursery trade and seed production at different scales
- Experience designing and implementing a research project
- Successful grant writing track record

**Compensation and start date:**

- The pay rate for this position will be \$19-21 per hour depending on experience.
- This is a full-time position (40 hour work week) and is eligible for IAE's competitive benefits package, including health insurance and 401k retirement plan.
- Funding for this position is secured for one year of employment. However the position is intended to be long term and has a high probability of being extended past one year, pending additional funding.
- Preference given to applicants who can start before February 15<sup>th</sup>, 2018, ideally by February 1<sup>st</sup>, 2018.

**How to Apply:**

To apply for this position, submit:

- Letter of interest – In your letter of interest state when you would be able to work, and state that we may contact references and your past employer.
- Resume or CV
- College transcripts (unofficial transcripts are fine)
- Contact information for 3 references (professional references preferred)

- Email applications to: [melanie@appliedeco.org](mailto:melanie@appliedeco.org)

**Applications must be received by midnight (MST) February 1<sup>st</sup>, 2018.** Applications will be reviewed as received and until the position is filled. Incomplete applications will not be accepted. *We can only accept applications from US citizens or those who hold a Green card or work visa. Non-US residents must supply a copy of their work visa. IAE is an Equal Opportunity Employer.*

*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.*

For more information about the SWSP and IAE visit our websites [southwestseedpartnership.org](http://southwestseedpartnership.org) and [www@appliedeco.org](http://www@appliedeco.org) or find us on Facebook. Please direct any questions to Melanie Gisler, Southwest Program Director, Institute for Applied Ecology. Email: [melanie@appliedeco.org](mailto:melanie@appliedeco.org); Phone: 541-207-7977.