SGI Seed Program Manager

Posting Details

Position Information

Posting Number	20121225Staff
Working Title	SGI Seed Program Manager
Pay Rate	Salary is competitive and commensurate with experience and education.
Employment Category	Administrative/Professional
Regular/Temporary	Regular
If temporary, list duration	
Type of Appointment	
Contract Period	

Position Summary Information

Position Summary

Austin Peay State University's (APSU) Southeastern Grasslands Initiative (SGI) invites applications for the SGI Seed Program Manager. This position will plan, coordinate, and lead the field work aspect of SGI Seed Program, under the supervision of the Seed Program Director, and assist with the development and implementation of the Program, including SOS-Southeast, Plant It Forward, and the National Seed Strategy. This is a full-time, nontenure-track, position commencing August 2022 within the Southeastern Grasslands Institute, part of the Center of Excellence for Field Biology. This is a 1.5 years initial contract with funding from the US Fish and Wildlife Service (USFWS). The term of the position may be extended should additional revenue lines be secured. The successful candidate's primary role will be to serve as the Manager for the Seed Program at SGI. The Managerwill be expected to lead activities at a regional scale covering 10southeastern U.S. states (AL, AR, GA, KY, LA, MS, NC, SC, TN, and VA), possibly to extend to a larger region of the southeastern U.S. in future years. This person will report to the SGI Seed Program Director and will work closely with other team members at SGI and with partners. All work will be coordinated closely with the USFWS staff and the Seeds of Success National Curator.

SGI is a young and dynamic organization where we allow smart working, with possibility of working from home for some days a week when desk-based tasks are prevalent, but requesting presence at the office at least two days a week.

At SGI, we celebrate, support and strive to promote diversity, equality and inclusion, and are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status.

Primary Duties and Responsibilities

• Lead the field work planning and implementation for the Seed Program, including drafting species target lists, planning field work, identifying native plant species, monitoring the phenology, scouting native plant populations, and performing the seed collections.
• Attend annual SOS training or refresher courses to receive latest updates on SOS technical protocol, and coordinate with SOS National Curator to develop southeastern specific training as needed.
• Keep up-to-date on native seed protocols (e.g., collection, cleaning, storage, etc.).
• Perform SOS seed collections in accordance with the SOS Technical Protocol;
• Plan and coordinate the seed post-harvest processing step, e.g., preparing seed collections for shipment, cleaning, storage.
• Prepare herbarium vouchers for SOS seed collections and other projects if needed.
• Coordinate with the Director, SGI staff, partners, collaborators, and contractors the regional prioritization of species to target for collection and the implementation of the seed collections in the different states.
• Obtain permits for seed collection.
• Record, enter, edit, maintain, and organize accurate data records of field collection activities.
• Conduct field data quality assurance/control and ensure field technicians/interns/volunteers/team members adhere to established field collection and safety protocols.

• Attend monthly SOS collectors calls to provide SGI updates to the SOS National Curator.
• Maintain equipment in good working order, keep accurate inventory of equipment and supplies, work with Director and other SGI staff to make equipment and supply purchases.
• Assist the Director in the development of the Seed Program across the Southeastern US, focused on collecting native seeds for seed banking, plant propagation, grassland and grassland-associated ecosystem restoration.
• Train and supervise, when needed and in coordination with the Program Director and other SGI staff, seasonal field technicians and volunteers in native seed activities (e.g., collection, cleaning).
• Assist the Director in writing, preparing, reviewing, and coordinating grant proposals as needed.
• Assist the Director with Seed Program budget management and tracking.
• Assist the Director, USFWS Partners, SOS-Southeast partners, and other SGI staff in communicating with internal and external stakeholders (including social media platforms, interim and final reports, regular update emails, Zoom calls, and phone calls, etc.).
• Travel as needed both in and out of state to develop and support the program and meet with partners/advisors in different regions.
• Participate when possible in SGI official events and volunteer days.
• Represent SGI and APSU when attending meetings and conferences

Knowledge, Skills, and Abilities

• Knowledge of and prior experience in seed collection and processing, preferably using the SOS Seed Collection Protocols.
• Knowledge of the native seed supply chain (from seed collection to production and application in restoration) and relevant protocols and guidelines.
• Must have good communication skills, both written and oral, and good presentation abilities.
• Must be able to work as part of a dynamic team.
• Must be able to work in a physical space that is under development.
• Experience in writing reports, grant proposals, and/or publications is preferable.
• Experience using hand-held GPS equipment for data collection and navigation.
• Ability to read and navigate using topographic maps and a compass.
• Proficiency in ESRI ArcGIS products preferred, specifically Survey123 and Collector.
• Strong commitment to ensuring that diversity and inclusion are considered throughout all aspects of our program.
• Evidence of good character, mature attitude, and professional integrity.
• Must have excellent interpersonal skills and ability to communicate and work effectively with a wide variety of audiences, such as broader public, private landowners, gardeners, agency personnel, volunteers, non-profit staff, undergraduate and graduate students, faculty, staff, and high school-aged students.

Physical Requirements

• Must be able to work in a variety of outdoor and indoor settings.
• Must be able to hike over rugged terrain and variety of landscapes (wetlands, grasslands, rugged hills, slopes, etc.).
• Must be able to lift 50 pounds.
• Ability to bend and stoop for long periods of time while identifying species, scouting populations, collecting seed; to use hand tools; and occasionally lift buckets of water and other heavy loads.
• Ability to work a non-standard schedule, such as beginning at 5 am, to avoid heat-related issues, or for coordination with team members.
• Willingness to camp in remote, undeveloped sites for multiple days, if necessary.
• Willingness and ability to work in harsh, ever-changing environmental conditions, including hot temperatures, independently in remote places, or as part of a tea.
• Must have a valid driver's license and be able to drive a wide variety of vehicles, including 4WD trucks and ATVs.

Required Minimum Qualifications

• Minimum of a B.S. in Botany, Ecology, Conservation or related field and 2 years of professional experience.
• Experience with plant identification at the species, genus, and family levels, preferably of eastern North America.
• Experience using taxonomic keys.
• Proficient in natural history, ecology, and vegetation, preferably of eastern North America.
• Must be fluent in English.
• A background check will be required of the successful candidate.

Posting Detail Information

Open Date   07/27/2022

Close Date

Open Until Filled   Yes

Special Instructions to   An official transcript will be required of the selected candidate before the candidate will be

Applicants   offered a position. You will not be able tomodify your application after it has been submitted.

Posting Specific Questions

Required fields are indicated with an asterisk (*).

Applicant Documents

Required Documents

1. Resume
2. Cover Letter

Optional Documents

1. Unofficial Transcript
2. Letter of Recommendation 1
3. Letter of Recommendation 2
4. Letter of Recommendation 3