



Institute for Applied Ecology

Southwest Seed Partnership Coordinator 2 Job Announcement

JOB ANNOUNCEMENT: Southwest Seed Partnership Coordinator 2

Office location: Santa Fe, NM

Status: Regular, full time

Compensation: \$24.00-26.00/hr. depending on experience, plus benefits package

Closing date: For full consideration apply by August 21, 2022

About Us

The Institute for Applied Ecology (IAE) 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 24 regular staff in our main office in Corvallis, OR and 8 regular staff in our branch office in Santa Fe, NM. We are committed to diversity and equity in our workplace and the communities we serve. Please see our mission and diversity statements. The Southwest Office (IAE SW) works to conserve the Southwest's diverse biological resources in collaboration with conservation leaders in New Mexico and Arizona.

Position Description

IAE SW seeks to hire a Southwest Seed Partnership Coordinator with a diverse skill set and excellent communication to lead a multi-state seed program. The [Southwest Seed Partnership](#) (SWSP) is a rapidly growing partnership designed to increase the supply and diversity of ecologically-appropriate native seed. The Coordinator works with restoration practitioners to address seed needs and facilitates native plant materials development on behalf of diverse partners working closely with growers. This is a great opportunity for an individual who enjoys networking with conservation professionals and bridging restoration, agriculture, and applied research. The Coordinator works with native seeds and applies ecological and planning skills at all levels - from wild collection, processing, tracking, farm and nursery production, and outplanting. Occasional out-of-town travel and field work required, including trips to various parts of New Mexico and Arizona. The ideal start date for this position is early/mid September 2022.

Job Responsibilities and Duties

The SWSP Coordinator manages projects, contributes to grant-writing and contract management in support of IAE's Southwest plant materials and restoration programs. Core responsibilities of this position include project management, coordination or supervision of others, writing, and grant/agreement proposal preparation. The SWSP engages with stakeholders, seed users, and seed growers to bring together restoration and agricultural professionals around native plant materials development and Southwest conservation practices.

Job Responsibilities

Project management (40%)

- Develops and manages one to several budgets and projects with minimal supervision/advising from supervisor

- Implements project work plans, including field work components, with minimal direction and supervision. Types of projects include multiple seed collection projects in different parts of the state, managing seed production efforts including working with partners to confirm target species, subcontract with local farmers, managing field planting and inspections, and invoicing. Managing and querying seed collection and inventory data is an important part of this job, as well as developing and maintaining relationships with partners.
- Anticipate project changes over time and adapt to changing project needs smoothly in a timely fashion over the life of the project.

Writing (15%)

- Writes new reports/products with moderate editing from supervisor
- Participates in a review and revision process with peers and supervisors as part of the document finalization process.
- Effectively communicates in writing appropriate information to the anticipated audience, which may be a funder, a member of the scientific community/peer-reviewed outlet, a project partner, a member of the public, etc.

Coordination or supervision of others (20%)

- Supervises interns and technicians, and manages subcontractors
- Assists with hiring and lead seasonal field technicians in support of seed collection goals and deliverables
- Coordinates the work of several field crews, plans hitches, leads safety protocols
- Supervises technicians, managing work flows and progress
- Coordinates agriculture contractors.

Outreach and Partnership Building (15%)

- Initiates new relationships and maintains relationships with project partners, including native seed producers, nurseries, public agencies, tribes, private organizations and landowners, and universities
- Schedules and leads multi-partner stakeholder meetings, and internal meetings, and panels and sessions at seed conferences as needed
- Provides updates and content to the SWSP website, SWSP annual newsletter, blogs, social media

Grant/Agreement proposal preparation (10%)

- Contributes to program funding by writing or contributing substantially to grants/proposals with moderate editing and assistance with budget
- Develops proposals, including cultivation of a relationship and coordination with the funder and project partners and development of the project concept, budget, and schedule.

Qualifications

Minimum Qualifications

- A minimum of five years of plant-related conservation work experience.
- Strong organizational skills and attention to detail. Experience managing and coordinating several projects simultaneously.
- Positive attitude and excellent oral and written communication skills.
- Demonstrated proficiency with Microsoft Office applications (Word, Excel, PowerPoint)
- Ability to navigate to field sites using tablets or GPS.
- Current U.S. driver's license and acceptable driving record.

- Interest and passion for native plant conservation.

Required skills, abilities and experience

- Meeting facilitation: Plan, facilitate, and provide follow-up for group or public meetings with minimal support or supervision.
- Data Management: Fully proficient in excel and database management (report and form design, complex queries development) and edits database structure. Creates and/or edits data management plans with some supervision.
- GIS: Basic analysis (calculate area or length), edit shapes, manage and update data
- Science writing for the public: Able to accurately convert abstracts/summaries into accessible language, with minor review and editing, and can translate larger articles/papers to accessible blog content, with assistance and moderate editing.
- Seed knowledge: Adapts seed facilities as needed for improved storage conditions. Assesses seed labs and works with them for seed testing. Interprets seed tests. Strong knowledge of mature seed - inspection of embryo.
- Plant species identification: Skilled in ID in other locale, demonstrated ability to learn, able to identify suite of target species
- Ed & Outreach Materials Design and Production: Can efficiently and independently develop materials in Canva or Publisher/Powerpoint, with minimal review required

Preferred skills:

- Field experience working in Southwest habitats and familiarity with the flora.
- Knowledge of Southwest restoration needs and potential native seed stakeholders.
- Familiarity with non-profits and proposal/budget preparation.
- Knowledge of the BLM Seeds of Success protocols.
- Experience working with agricultural producers and understanding of nuances related to native species propagation, establishment, and harvesting.
- Experience with contracts, contractor management, project planning and implementation, budgeting, and permitting.
- Strong background in project management and coordination.

How to Apply

To apply for this position: Complete online application form here [HERE](#). In addition, email a single PDF file of your cover letter, resume, and writing sample to swjobs@appliedeco.org with "SWSP Coordinator Position" in the subject line of the email. Applications must be received by **August 21, 2022**.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. Non-U.S. residents must also include a copy of their work visa. Applications will be considered as received.

Questions may be addressed to:

Maria Mullins, Assistant Branch Director, Southwest Office mariamullins@appliedeco.org.

For more information about IAE and this program, visit our website www.appliedeco.org.

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.

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.

VACCINE REQUIREMENT: IAE has a mandatory Covid-19 vaccination policy. All employees are required to submit proof of vaccination. 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.