

# CALIFORNIA BOTANIC GARDEN

1500 North College Avenue, Claremont, CA 91711-3157 • Phone 909-625-8767 • Fax 909-626-7670

[www.calbg.org](http://www.calbg.org)

**TITLE:** Seed Conservation Intern  
**DEPARTMENT:** Conservation  
**STATUS:** Full-time Hourly, Seasonal Position  
**REPORTS TO:** Director of Conservation Programs  
**SCHEDULE:** Four 10-hour days/week, starting March 2024

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## Position Overview:

Join the Conservation team at the California Botanic Garden (CalBG) to assist in the in execution of field research and seed collecting activities in support of projects to conserve California native plants. Project activities will include a diverse program of work including: rare plant seed banking, restoration seed collections, rare plant monitoring, botanical surveys, and California Seed Bank curatorial duties. Duties include assisting in the field to scout populations, collecting seed, conducting surveys, collecting and processing herbarium specimens, identifying plants, collecting data, preparing field forms and reports, entering data, processing seeds, conducting germination tests, and preparing seeds for storage. This is a six-month internship with the possibility of an extension/promotion to Seed Conservation Technician dependent on program funding and job performance. The ratio of field work to office work will change throughout the season, with a maximum of 75% field work during the peak season.

## Duties and Responsibilities:

- Under cooperative agreements between CalBG, BLM, the Center for Plant Conservation, the US Forest Service, and other agencies, the seed conservation intern will assist in the execution of the annual program of work for seed conservation, collecting, and developing regional Native Plant Materials in the Mojave Desert and the greater Los Angeles region.
- Participates in conservation projects between CalBG and other government agencies or private contractors, including seed collecting, seed bulking, seed processing, general botanical surveys, rare plant inventory, monitoring field projects, and restoration projects.
- Participates in field collecting and research activities in association with the conservation program, and with personnel from other institutions.
- Assists with organization of equipment, and supplies.
- Participates in associated data entry and mapping for field projects. Assists in preparation of reports and other documents for field collections and contract projects for submission to government agencies and contractors.
- Identifies field collections, enters specimen data, and generates specimen labels using interactive computer-based system.
- Coordinates and assists with seed bank curatorial projects as directed.
- Coordinates with staff to assist in supervising volunteers and summer interns.
- Other duties as assigned.

**Qualifications:**

- Coursework towards a degree in the biological sciences required; Bachelor of Science in botany, biology, or equivalent environmental science preferred.
- Ability to work successfully with others, and work independently with minimal supervision is critical.
- Strong writing and verbal skills, the ability to type, and computer skills (word processing, databases, and simple graphics) are essential.
- Ability to use GPS equipment and read/navigate with topographic maps.
- A working knowledge of basic taxonomic principles and characteristics of major plant families and California flora desired.
- Valid driver's license and a clean driving record.

**Physical demands**

- Ability to conduct fieldwork under a variety of environmental conditions (heat, cold, rain, wind etc.) is required.
- Must have physical strength and endurance sufficient to carry field equipment and supplies and hike over steep, and rugged terrain. Work may include bending and squatting on uneven terrain for extended periods of time.

**Other Conditions**

- Ability and willingness to camp in primitive, backcountry conditions.
- Willingness to participate in overnight, multi-day trips.

**Salary**

\$16.74 per hour

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**Qualified candidates please send cover letter and resume via email to:**

California Botanic Garden

*Attention: Cheryl Birker*

Seed Conservation Program Manager

[cbirker@calbg.org](mailto:cbirker@calbg.org)

1500 N College Avenue, Claremont, CA 91711

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*California Botanic Garden is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. Each employee will be considered on the basis of individual ability and merit, without regard to race, color, age, religion, national origin, disability, sexual orientation, sex, or marital status.*