



# Institute for Applied Ecology

*Dedicated to native ecosystem conservation, research, and education*

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Southwest Program, 100 La Salle Circle, Suite B, Santa Fe, NM 87505

phone: 541-207-7977

## JOB ANNOUNCEMENT: **Southwest Seed Partnership Coordinator** Applications due by February 20<sup>th</sup>, 2017

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 an implementation of the National Seed Strategy.

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

- Native seed collection
  - Develop target species lists.
  - Supervise and oversee NM seed crew and collection activities. Collect seed using Seeds of Success (SOS) protocols. Coordinate with AZ seed crew. Properly store and clean seed.
  - Build accessions for grow-out. Determine appropriate seed zones and research needed.
- Native seed production
  - Production contracts, oversight of production fields, and support and expand the native seed industry for the southwest.
- Native seed database tracking (in 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 1-3 stakeholder meetings per year and help the partnership reach consensus on important plant materials decisions. Lead meetings for one or more subcommittees.
- Maintain content/design for the SWSP webpage/website. Write reports, make web posts, and give presentations.
- Develop a strategic plan for the Southwest Seed Partnership to increasing capacity, create a budget and 5 year plan for collection and production, and identify program benchmarks.
- Write grant proposals to advance program goals and 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 times per year, possibly more, 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 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 Access and Excel.

**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.
- Some fluency with Spanish.

**Compensation and start date:**

- The pay rate for this position will be \$19 per hour.

- 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, beginning in March 2017. However the position is intended to be extended past one year, pending additional funding.

### **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 February 20<sup>th</sup>, 2017.** Applications will be reviewed as received or 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. Selection for this position will be based solely on merit, fitness, and qualifications without regard to race, sex, color, religion, age, marital status, national origin, non-disqualifying handicap conditions, sexual orientation, or any other non-merit factors.*

For more information about IAE visit our website [www@appliedeco.org](http://www@appliedeco.org). 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.