**POSITION DESCRIPTION**

**Title:** Senior Botanist

**Exemption Status**: Exempt

**Department**: Plant Science and Conservation

**Reports to**: Manager, Conservation Training Programs

**Regular or Seasonal:** Regular

**Full-time or Part-time:** Full-time

**Supervises**: N/A

**Position Overview:** This Senior Botanist role is a contract-funded position for 15 months, working with the BLM California State office in Sacramento, CA. Remote work is an option, but the employee would need to be available during Pacific Time working hours. The position will involve managing and coordinating BLM California Plant Conservation and Restoration Program (PCRP) data and preparing reports, as well as working with BLM staff to help plan and implement Seeds of Success (SOS) seed collections across the state. This position will also respond to internal and external dataset and report requests, including geospatial information requests. Duties will also involve creating a geospatial layer for all seed collections and conducting a thorough analysis of the California Seeds of Success program, identifying gaps in previous collection efforts.

**Responsibilities**

**In this role you will be responsible for the following:**

* Gather and compile all available seed collection data into a single database
* Plan and implement SOS seed collections
* Manage and coordinate program data and prepare reports
* Assist with botanical surveys, inventory, and monitoring
* Assist with writing preliminary sections of NEPA documents for collections and restoration projects
* Respond to internal and external customer service requests for SOS data, including geospatial information requests
* Develop informational outreach materials for BLM field and district offices, website, and general public as needed
* Prepare and make presentations to BLM field and district offices about seed collection activity and future directions
* Prepare four quarterly program summary reports and a year-end report that document program activities

**Key Garden competencies/behaviors desired**

* Communicates in a manner that gains the trust and support of others at all levels.
* Works effectively with others despite differences of opinion and style; builds alliances.
* Has a tolerance for opposing points of view.
* Strives for collaboration. Works cooperatively, as a positive contributor to the team.
* Demonstrates a positive attitude and shows kindness in all workplace interactions.
* Makes decisions appropriate for level of responsibility.
* Can effectively adapt to change; can shift gears comfortably; is flexible, and embraces change with a “can-do” attitude.
* Is self-aware; knows personal strengths and weaknesses; seeks feedback and is open to negative feedback as an opportunity for improvement.
* Is cool under pressure; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; is a settling influence during a crisis.
* Recognizes problems, constructively identifies and articulates solutions.
* Follows safety guidelines to ensure a safe working environment and consistently demonstrates safe work behaviors.
* Is welcoming of new hires.

**Qualifications**

**Our ideal candidate will have the following:**

* M.S. in Botany, Plant Science, Ecology, Environmental Science, or a related field
* Experience working with large data sets
* Experience using ArcGIS to create maps and perform geospatial analysis
* Experience with the national Seeds of Success protocol and associated data
* Excellent organization skills and ability to handle several projects and deadlines at once
* Experience documenting work-flows and processes, thorough note-taking
* Experience writing concise narrative technical reports and summaries in a timely manner
* Self-starter, independent worker, able to learn quickly and adapt to challenges
* Experience developing scientific outreach/training materials

**Physical Demands:**

Primarily office setting. Frequent sitting, standing, walking, bending, listening, speaking, and keyboarding. Use of office equipment including computers, telephones, copiers, scanners, and fax machines. Some requirements for lifting, pushing, or pulling items less than 30 pounds.

Some field work may be required in hot summer conditions. Vegetation monitoring activities can be physically demanding due to stooping and bending for long periods of time.

**To Apply:**

Complete an application online at www.chicagobotanic.org/jobs. Your application should include a Chicago Botanic Garden application along with a cover letter, resume, and the names of three (3) professional references. Application materials should be addressed to Chris Woolridge, Manager, Conservation Training Programs, Chicago Botanic Garden. Questions about the position should be directed to Chris Woolridge at cwoolridge@chicagobotanic.org.

In your cover letter, be sure to address your interest in the position and how you meet the qualifications outlined in the position description.

**Why Apply?**   
Come work in a setting that is like no other as you [support our mission](https://www.chicagobotanic.org/info): We cultivate the power of plants to sustain and enrich life. Take the first step toward being one of the employees who make the Garden one of the treasures of the Forest Preserves of Cook County. Apply today.

Please note that applicants who do not meet the required qualifications will not be considered.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

**Disclaimer**:   
The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities and qualifications required of personnel so classified.

*In accordance with Title IX of the Education Amendments Act of 1972, Chicago Botanic Garden does not discriminate on the basis of sex in its programs or activities, including in employment or admissions. Please call (847) 835-8264 to contact our Title IX Coordinator should you have questions or concerns.*

\*Chicago Botanic Garden requires all existing employees be fully COVID vaccinated by October 15, 2021; hires post this date must be fully vaccinated upon hire.\*