**POSITION DESCRIPTION**

**Title: BOTANICAL OUTREACH AND COMMUNICATIONS MANAGER**

**Exemption Status**:

**Department**: Plant Science and Conservation

**Reports to**: Director, Plant Science and Conservation

**Regular or Seasonal:** Regular

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

**Supervises**: No direct reports

**Position Overview:** To assist the national Plant Conservation and Restoration Program of BLM, communicating with a wide variety of audiences including federal, state, local, and tribal agencies; non-governmental organizations and interest groups; industry; and other stakeholders.

**Position is located at the Boise, Idaho Office of Bureau of Land Management.**

**Responsibilities**

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

1. Create, write and distribute a wide variety of materials to communicate information about SOS and Plant Conservation and Restoration Programs and activities to audiences. Materials may include reports; newsletters; talking points; briefing papers; speeches; web and social media content; and other information materials.
2. Assist the Plant Conservation and Restoration Program Lead with a variety of tasks, including but not limited to:
* Writing and editing briefing documents, budget documents, and federal reports.
* Coordinating and attending meetings with federal and non-federal collaborators.
* Managing Program Lead’s email and calendar, including keeping them aware of high priority tasks and deadlines and drafting emails on their behalf.
* Responding to urgent requests for information and addressing rapidly shifting priorities.
* Supporting plant conservation and restoration outreach through social media, listservs, handouts, conference exhibits, presentations, and web content.

3. Provide communication research and planning for Seeds of Success and the BLM Plant Conservation and Restoration Program.

4. Enter data and provide quality control on data submissions from SOS field collectors as needed.

**Key Cooperative Relationships:**

Botanic Garden and BLM staff and contractors; federal, state, and tribal agencies; conservation, stewardship, and restoration groups.

**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.
* Picks up garbage when it is seen on Garden grounds regardless of position.
* 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:**

*Required Qualifications*

Master’s degree in ecology, botany, biology, communications, business administration, or equivalent with appropriate experience. Some knowledge of plant conservation and restoration. Strong communication, project management, and organizational skills. Experience with data and web management and Microsoft Office Suite, including Excel, Word, and PowerPoint. Desire to work with volunteers and interns. Occasional outdoor and weekend work may be involved, valid driver’s license required.

*Preferred Qualifications*

Teaching experience. Experience with Adobe Creative Suite, Canva, and Drupal.

**Physical Demands:**
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. Occasional training in outdoor settings.

**Why Apply?**
Come work in a setting that is like no other as you support our mission: 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.*