**Title: CURATOR, SEEDS OF SUCCESS NATIONAL PROGRAM**

**Regular or Seasonal:** Regular

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

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

**Position Overview:** To coordinate and implement seed collection and banking activities nationally for Seeds of Success and provide curation for the National Collection, within the Plant Conservation and Restoration Program of BLM. Communicate with a wide variety of audiences including federal, state, local, and tribal agencies, and elected officials; non-governmental organizations and interest groups; industry; traditional and new media outlets; public land users; and others.

**Responsibilities:**

1. Provide coordination for the Seeds of Success program to collect and bank seeds from native plant taxa across the U.S. Provide overall management of the National Collection data including quality control on data submission from field collectors.

2. Assist with creating outreach and communication materials and represent the Plant Conservation and Restoration Program as needed at conferences, workshops and with a wide variety of audiences.

3. Train and coordinate staff/cooperators/interns/contractors on seed and data collection following the SOS Technical Protocol.

4. Coordinate SOS business practices, including the delivery and handling of SOS data and SOS seed accessions, with BLM field offices, federal, non-federal partners, and contractors.

5. Prepare and review budget and agreement documents in collaboration with federal and non-federal partners to provide financial support for Seeds of Success.

6. Review and update SOS Technical Protocol, workflows, and business practices as needed; includes transitioning data collection from paper data forms to a digital data collection workflow using Survey123, Field Maps, and ArcGIS Online.

7. Collaborate with the Plant Conservation and Restoration GIS Analyst to analyze and visualize SOS data geospatially, including identifying areas to strategically target taxa and creating dashboards to show collection progress and seed inventory.

**Key Cooperative Relationships:**

Botanic Garden and BLM staff; SOS cooperators; CLM interns and technicians for SOS; federal, state and regional land managers; conservation, stewardship and restoration groups.

**Qualifications***Required qualifications:*

Master’s degree in ecology, botany, biology, natural resources, or equivalent. Knowledge of plants, especially seed collection methods. Strong communication skills, teaching and project management experience, good organizational skills. Desire to work with a diverse group of collaborators. Experience with Microsoft Office Suite, including Excel, Word, PowerPoint. Experience with ArcGIS Online, Survey123, and Field Maps.

*Preferred qualifications:*

Experience with data analysis and database management. Experience presenting and teaching virtually using Microsoft Teams or Zoom.

Go to <https://www.chicagobotanic.org/jobs> to apply. Please include a c.v. and cover letter with your application. Review of applications begins October 10, 2022 and will continue until a suitable candidate is hired. Contact Kayri Havens at [khavens@chicagobotanic.org](mailto:khavens@chicagobotanic.org) with any questions.

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