



CHICAGO BOTANIC GARDEN | Recruitment

Title: COORDINATOR, BOTANICAL OUTREACH AND COMMUNICATION

Regular or Seasonal: Regular

Full-time or Part-time: Full time

Position is located at the Washington DC Office of Bureau of Land Management.

Position Overview: To assist with outreach efforts related to Seeds of Success and the Plant Conservation and Restoration Program of BLM, communicating 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 other stakeholders.

Responsibilities:

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. Provide communication research and planning for Seeds of Success and the BLM Plant Conservation and Restoration Program.
3. Create presentations, infographics and related promotional materials, and provide lectures in support of native seed banking and use. Update and maintain websites related to Seeds of Success and 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 Washington Office staff; SOS cooperators; CLM interns and technicians for SOS; federal, state and regional land managers; conservation, stewardship and restoration groups.

Qualifications: Bachelor's degree in ecology, botany, biology or equivalent with appropriate experience; Knowledge of plants. Strong communication skills. Data and web management, teaching and project management experience, good organizational skills. Desire to work with volunteers and interns. Occasional outdoor and weekend work may be involved, valid driver's license required.

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.

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.