

Title: Science Intern Program Manager

Position Overview

The Chicago Botanic Garden seeks to hire a Science Intern Program Manager to oversee our college and post-graduate internship programs, including the Conservation and Land Management Internship Program (www.clminternship.org) and the CBG Research Experiences for Undergraduates Program (www.cbgreu.org). The CLM and REU Programs represent the Garden's broadest efforts to recruit, train, and engage current and recent graduates in the fields of conservation biology, ecology, botany, wildlife biology, and natural resource management. We are looking for an enthusiastic, outgoing, detail-oriented person to manage the Garden's nationally-recognized science training programs for undergraduate and recent college graduates by carrying out the responsibilities listed below.

Responsibilities include, but are not limited to:

Grant/Contract Application, Implementation and Reporting

- Work with local and national partners to identify and pursue funding opportunities
- Assist with the writing of grant/contract proposals and other funding opportunities with the CBG Government Grant Manager
- Coordinate with relevant staff in Government Grants/HR/Payroll/Accounting to ensure compliance with all terms of grants and contracts
- Analyze data and assist with the writing and review of monthly, quarterly and annual reports

Management of Programs

- Serve as first point of contact for interns, mentors, CBG departments and federal partners of both Programs
- Work with local (REU: CBG scientists, staff, and graduate students) and national biological professionals (CLM: federal biologists) who serve as mentors
- Coordinate with CBG Conservation Science Information Manager to update Program databases and websites annually and as needed when Programs are active
- Advertise & coordinate recruitment efforts
- Organization & evaluation of applications
- Coordinate with local and national partners to hire CLM interns & REU students
- Collect & process employment paperwork for CLM interns & REU students
- Oversee payroll data collection & time and effort reporting
- Oversee social media and blog postings
- Coordinate the REU/CLM week-long training workshop and weekly REU professional development trainings
- Annually update Program policies and procedures
- Coordinate with internal Garden programs and offices (College First, CampCBG, Veterans Intern Program, Communications) and local partners (REU: Field Museum & Morton Arboretum)
- Other departmental administrative duties as assigned; these may include making travel arrangements, booking meeting rooms, assisting visitors, etc.

Qualifications

The ideal candidate will have a

- Minimum of Master's degree in ecology, evolution, botany, biology or a related field or Bachelor's degree with 3-5 years of relevant experience/education

- Passion for science education, training, outreach, research and botany
- Ideally, experience managing science training programs for undergraduate or recent graduates in conservation, biological sciences, and/or land management, or keen interest in and desire to build these skills
- Excellent writing and verbal communication skills
- Excellent organizational, computer, and problem-solving skills. Must be well-versed in the use of Microsoft Office Suite (Word, Excel, etc.); experience with databases and data management are preferred
- Ability to maintain confidential information
- Experience coordinating and managing multiple, shifting priorities
- Ability to work independently and as part of a team

Go to <https://www.chicagobotanic.org/jobs> for a complete job description and to apply. Review of applications begins January 15, 2019 and will continue until a suitable candidate is hired. Contact Kayri Havens at khavens@chicagobotanic.org with any questions.

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.