

TITLE: Seed LA Coordinator

STATUS: Part time Hourly with potential for Full Time, Temporary/ 1 year position

REPORTS TO:

Position Overview:

Seed LA is a collective of Los Angeles area non-profit institutions who are working to conserve and steward the biodiversity and wild-lands of greater Los Angeles, and to support a sustainable local environment. Seed LA was formed to increase the availability of genetically appropriate seed in the greater Los Angeles region to protect and enhance the ecological health of plant communities and sustain resilient ecosystems. The Seed LA Coordinator will work closely with partnering Seed LA institutions to lead the effort in making high quality seed collections for the collaborative and to assist partnering organizations in the advancement of the goals and mission of the organization.

Duties and Responsibilities:

- Coordinate with local stakeholders (public and private land managers, conservation organizations, growers etc.) to further develop priority lists for seed collections.
- Research and assist with outreach to city officials, universities and pertinent conservation organizations to garner support for Seed LA and its mission
- Assist in leading monthly Seed LA meetings
- Assist with training and supervision of seed collection crew members and volunteers. Seeds will be collected using specific protocols developed by Seed LA.
- Lead teams to collect seeds and build accessions of the Seed LA seed bank.
- Responsible for associated data entry and mapping for field projects.
- Confirm plant identifications and process associated herbarium collections
- Assist with cleaning, processing, storage and curation of the collection.
- Assist with organization of equipment and supplies.
- Maintain content for Seed LA website

Qualifications:

- One or more years of professional experience in related field (conservation, botanical field work, etc.) desired.
- Ability to work successfully with others, and work independently with minimal supervision is critical.
- Strong writing and verbal skills, the ability to type, and computer skills (word processing, databases, and simple graphics) are essential.
- Ability to use GPS equipment and read/navigate with topographic maps.
- Experience with GIS and/or other mapping software and databases desirable.
- A working knowledge of basic taxonomic principles and characteristics of major plant families and California flora desired.
- Valid driver's license.
- **Physical demands**
- Ability to conduct fieldwork under a variety of environmental conditions (heat, cold, rain, etc.) is required. Must have physical strength and endurance sufficient to carry field equipment and supplies and hike over steep, and rugged terrain. Work may include bending and squatting on uneven terrain for extended periods of time.

Qualified candidates please send cover letter and resume to:
Rancho Santa Ana Botanic Garden
Attention: Naomi Fraga nfraga@rsabg.org
