



**Job Title:** Magnolia Consortium and Conservation Database Coordinator

**Department:** Conservation & Research

**Supervisor:** Vice President of Conservation & Research

**Supervises:** n/a

**FLSA Salary Classification:** Full-time, Exempt

**Review of Applications to start:** January 31st, 2020

The Atlanta Botanical Garden invites applications for the Global Conservation Consortium for Magnolia and Conservation Database Coordinator for the Southeastern Center for Conservation within the Department of Conservation & Research. The successful candidate's role will be split into two essential functions; to provide support for the coordination and administration of the Center's *in-situ* and *ex-situ* conservation plant records conservation database, and of the Global Conservation Consortium for *Magnolia*.

Approximately 50% of the position's time will provide support for the coordination and administration of the Global Conservation Consortium for Magnolias (GCCM). The remaining time will be shared in providing database support for *in-situ* and *ex-situ* conservation plant records (40%) and other field (5%) and office duties (5%) as needed.

### **Essential Duties and Responsibilities**

*Provide support to the Vice President of Conservation & Research in expanding and coordinating the Global Conservation Consortium for Magnolias.*

- Identify and recruit Consortium members, facilitate Consortium agreements and MOUs, track documentation, and manage communications.
- Manage the *ex situ* accessions dataset for the Consortium; solicit data from members and report on progress.
- Compile publications and reports, conduct surveys, and create original content for the Global Conservation Consortium for Magnolia

### *Conservation Collections Plant Database*

- Accession conservation collections plants at the Atlanta Botanical Garden and the Conservation Safeguarding Nursery.
- Maintain IrisBG Conservation Collections plant records database, and electronic maps of the Conservation Safeguarding Nursery and Conservation Collections using IrisBG Garden Explorer.
- Serve as primary institutional contact with IrisBG technical staff for Conservation Collections. Troubleshoot database problems and coordinate periodic software upgrades.

- Assist with maintaining accurate labeling; coordinate and produce accession tags and display labels and coordinate their placement on plant specimens.

*Other duties*

- This position provides support to department team members occasionally to complete fieldwork.

**Qualifications:**

- Master's degree in Botany, Conservation, Plant Science or a related field with 3 years experience.
- Must have the ability to speak and read in English and Spanish.
- Strong understanding of national and international conservation policies and legal statutes.
- Proficiency in the use of IrisBG Collections Management Software and Microsoft Office applications is preferred.
- Knowledge of plant conservation, botany, arboriculture, population genetics, environmental policy, or ecology is required.

**Success Factors:**

- Experience in a public garden or arboretum.
- Ability to use database, spreadsheet, and statistical/graphics programs.
- Exceptional organizational and time management skills.
- Ability to effectively respond to multiple, changing and often conflicting priorities
- Excellent interpersonal skills and ability to communicate with a wide variety of audiences

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Work Environment: Office environment, requires sitting for extended periods of time.

- International travel is required for the Global Conservation Consortium for *Magnolia*
- Seasonally infrequent travel to field sites throughout the southeastern United States. Field work can be strenuous and conducted in extreme weather conditions.

The listed duties and responsibilities describe the general nature and level of work for employees in this position, but this is not intended as an exclusive or all-inclusive inventory of all duties required of employees in this position.

Job descriptions are guidelines that attempt to characterize major duties and responsibilities of employees, and are subject to change as needs and programs change. At the Atlanta Botanical Garden they are considered neither inclusive nor exclusive. It is expected that up to 25% of your duties may change annually.

Please submit a Cover Letter, Resume, and list of 3 references to be considered to [careers@atlanta.org](mailto:careers@atlanta.org). All files need to be labeled: last name\_document type - i.e. Smith\_CoverLetter. Additional information can be found at <https://atlantabg.org/employment/>.