



Job Title: Conservation Partnerships Assistant

FLSA STATUS: Exempt

POSTING DATE: November 2021

STARTING DATE: January 2022

STATUS: Full Time

LOCATION: Atlanta or Gainesville, GA (part-time remote)

DEPARTMENT: Conservation & Research

REPORTS TO: Conservation Partnerships Manager

JOB FUNCTION:

The Atlanta Botanical Garden (ABG) invites applications for Conservation Partnerships Assistant (CPA) for the Southeastern Center for Conservation within the Department of Conservation & Research. The successful candidate's primary role will be to serve as the assistant to the Conservation Partnerships Manager (CPM) for the Southeastern Plant Conservation Alliance (SE PCA), including the development of the Regional Species of Greatest Conservation Need (RSGCN) list for plant species and other collaborative conservation projects.

The SE PCA is a diverse and inclusive partnership of professionals bridging gaps between local and national efforts while collaborating to prevent the loss of, and restore, plant diversity. One of the organization's goals is to support the development of a RSGCN list for plants to inform and support conservation strategies, decision-making, and sustainable action for rare and threatened plants. Identification of highly imperiled and data deficient plant species will inform development of and inclusion of plants in 2025 State Wildlife Action Plans, identify additional regional plant conservation trends, and directly enhance data, consistency, capacity, and awareness for plant conservation.

This is a 1-year funded position with benefits.

Essential Duties and Responsibilities:

- Support the CPM and the SE PCA with the development of the RSGCN list
- Assist with scheduling, facilitation, and note-taking for small and large group meetings, workshops, and symposia (virtual and in-person) of the SE PCA
- Organize and maintain files, including documents, photographs, video and audio recordings
- Create social media posts and email campaigns
- Use WordPress to update web page content and create posts
- Provide field work and GIS support to assigned and other projects as needed

The above job 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 job.

QUALIFICATIONS:

- Bachelor of Science degree in Biology, Botany, or related field - Master's degree preferred
- Minimum two years of post-undergraduate experience
- Familiarity with plant conservation
- Knowledge in shared file management and ArcGIS desired
- Must have a valid Georgia Driver's License.

PHYSICAL REQUIREMENTS:

- Seasonally frequent travel to meeting and field sites throughout the southeastern US required
- Position may involve work in extreme weather conditions, and the ability to lift 50 lb. is required.

MENTAL REQUIREMENTS

- Excellent organizational and time management skills
- Ability to effectively respond to multiple, changing and often conflicting priorities is essential
- Must be able to effectively interact with the general public and co-workers and peer professionals

In consideration of the safety of our employees and guests, The Atlanta Botanical Garden requires that all new hires be fully vaccinated to accept an offer of employment. Documentation of vaccination will be required.

Please email resume, cover letter, and list of three references to Careers at careers@atlantabg.org, all files should include applicants last name, document title, and title of the position you are applying for (Smith_Resume_ConsDataCoord).

Review of the applications will begin on November 29th, 2021