

## CALIFORNIA BOTANIC GARDEN

1500 North College Avenue, Claremont, CA 91711-3157 · Phone 909-625-8767 · Fax 909-626-7670  
www.calbg.org

**TITLE:** Seeds of Success Coordinator  
**DEPARTMENT:** Conservation  
**STATUS:** Full-Time Hourly  
**REPORTS TO:** Director of Conservation Programs and Seed Conservation Program Manager

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### Position Overview:

Assists the Director of Conservation Programs and Seed Conservation Program Manager in coordination and execution of field research for the Bureau of Land Management's (BLM) Seeds of Success Program (SOS). SOS is a program coordinated by the BLM to support seed collections from native plant populations to conserve and develop native plant materials for stabilizing, rehabilitating and restoring lands in the United States. Duties include leading teams in the field to collect seeds, conducting surveys, collecting and processing plant specimens, identifying plants, collecting data, preparing of field forms and reports, entering data, labeling field collections, training and supervising interns, graduate student Research Assistants, and volunteers, and tracking contract deliverables. Also assists with special curatorial projects and routine collection management of the California Seed Bank as needed.

### Duties and Responsibilities:

- Under cooperative agreements between CalBG and BLM, assists in the execution and coordination of the annual program of work for developing Native Plant Materials on BLM lands.
- Assist with supervision and is responsible for training interns in the field.
- Works in association with other field studies, herbarium, and garden staff, and with personnel from other institutions. Participates in conservation projects between CalBG and other government agencies or private contractors, including general botanical surveys, rare plant inventory and monitoring field projects.
- Participates in field collecting and research activities in association with the conservation program and with personnel from other institutions.
- Oversees relevant equipment, and supplies.
- Oversees associated data entry and mapping for field projects.
- Assists in preparation of reports and other documents for field collections and contract projects for submission to government agencies and contractors.
- Identifies field collections, enters specimen data, and generates specimen labels
- Coordinates and assists with Seed Bank curatorial projects as directed.
- Serves as a CalBG liaison to agency staff for the Seeds of Success Program.
- Other duties as assigned.

### Qualifications:

- Bachelor of Science in botany, biology, or equivalent environmental science required.
- Ability to follow instructions, 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. Advanced computer skills are desirable; familiarity with databases is a plus.
- The majority of field work will take place on the BLM's California Desert District. Familiarity with GIS and/or other mapping software (Field Maps, Survey123), and a working knowledge of basic taxonomic principles and characteristics of major plant families and California flora essential.

**Physical demands**

- Ability to conduct fieldwork under a variety of environmental conditions is required.
- Must have physical strength and endurance sufficient to carry field equipment and supplies and hike over steep, rugged terrain.

**Salary Range**

\$22.00 – \$24.00 per hour depending on qualifications

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**Qualified candidates please send cover letter and resume to:**

California Botanic Garden

**Attention: Naomi Fraga**

**conservation@calbg.org**

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