



Job Announcement Rare Plant Scientific Coordinator

About CNPS

The California Native Plant Society (CNPS) is a statewide non-profit conservation organization (www.cnps.org) founded in 1965, with more than 11,000 members in 35 chapters across California and Baja California Mexico. The mission of CNPS is to increase understanding and appreciation of California's native plants and to conserve them and their natural habitats through scientific study, education, advocacy, horticulture, and land stewardship.

CNPS Rare Plant Program

The CNPS Rare Plant Program develops current, accurate information on the distribution, ecology, and conservation status of California's rare and endangered plants for its effective use in science-based plant conservation. For over 50 years the Rare Plant Program has mostly focused on gathering and assessing rare plant data, but has since expanded to special projects involving the inventorying and collecting of data for the entire California flora.

About the Role

The **Rare Plant Scientific Coordinator** is a full-time non-exempt position with responsibility for developing status review documents utilized to formally add, delete, or change plant information in the highly esteemed *CNPS Rare Plant Inventory* ([RPI](#)). The incumbent will also develop scientific rare plant accounts to satisfy an agreement with the U.S. Forest Service to identify potential Species of Conservation Concern ([SCC](#)). This position is supervised by the Rare Plant Botanist and collaborates with a team of scientists in the CNPS Rare Plant Program as well as rare plant and conservation chairs of the CNPS chapters.

What You'll Do

The breadth of duties in the Rare Plant Scientific Coordinator position requires highly developed scientific reviewing and writing abilities, detailed data entry and organizational skills, and a broad depth of botanical knowledge. Duties include:

- Independently reviewing and interpreting complex, peer-reviewed scientific literature on plant systematics, plant taxonomy, plant morphology, plant genetics, phylogeny, and floristics.
- Reaching out and effectively communicating with a broad diversity of volunteers, botanical experts, academics, NGOs, and industry and agency personnel throughout California and the nation.
- Gathering, reviewing, and organizing information from field survey forms, scientific literature, herbarium data, online botanical resources, and from appropriate experts on the distribution, taxonomy, ecology, and conservation status of plants proposed for status change or addition to the RPI and/or that meet the criteria for potential SCC status.
- Writing scientific reports that summarize your extensive research on specific plants proposed for status change or addition to the RPI and/or potential SCC.
- Reviewing and collating geospatial plant population data and georeferencing plant occurrences based on written location descriptions using ESRI ArcGIS and/or the California Department of Fish and Wildlife's BIOS Viewer applications.
- Maintaining and organizing large amounts of digital and physical rare plant data and files, including ongoing digital filing and record keeping.

Who You Are

- Strong background in plant science, knowledge of the California flora, with experience in the key responsibility areas. Strong commitment to the CNPS mission.
- General knowledge of plant conservation and the state and federal laws and regulations that pertain to California rare plants.

- Proven ability to research, review, and interpret complex scientific literature.
- Proven ability to write accurate, technical, scientific reports and data summaries.
- Excellent written and verbal communication skills.
- Ability to work independently and coordinate daily tasks.
- Enthusiasm, positive attitude, and ability to work well in a team setting.
- Willingness to work within CNPS agenda and be open-minded while exercising good judgement.
- Committed to engaging in diversity, equity, inclusion, and justice (DEIJ) initiatives.

Nice to Have's

- Strong skills and experience using ESRI ArcGIS software.
- Fluency in Spanish.

Physical Requirements

This job requires prolonged sitting and use of computer and mouse. Possible field work may include standing, hiking, driving, carrying gear, traveling off-trail in sites with variable grade, sleeping in non-traditional situations, and being outside under various climatic conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Additional Information

- Office work schedule is generally eight hours a day, Monday through Friday. Flexible schedules are possible.
- Remote or flex schedules may be possible, but must be able to meet at the Sacramento offices regularly.
- This is primarily an office position but may include up to 15% field work in locations throughout California. Work travel is reimbursed.

What You'll Get

- Hourly rate starting at 30.57/hour
- 100% of employee premiums for health, life, dental, and vision insurance
- 401(k) retirement plan with up to 6% matching contributions, eligible immediately
- Annual paid leave benefits include 13 holidays, 12 sick/wellness days, and 10 paid vacation days to start
- A CNPS-issued laptop and a 750\$ home office stipend to set up your home office
- 50\$ monthly internet/phone stipend
- Field gear stipend

Equal Opportunity Policy

CNPS's policy is to afford equal employment opportunity to all persons, regardless of age, ancestry, color, disability, gender, gender expression, gender identity, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religion, sex, and sexual orientation. This policy demonstrates CNPS's commitment to creating a diverse and inclusive environment that values different perspectives and fosters belonging. To better understand the demographic profile of applicants, CNPS requests candidates to fill out the volunteer questionnaire that is part of the application form. Your responses will remain confidential, anonymized, and not shared with the hiring committee.

How to Apply

Submit a cover letter and resume [here](#). The deadline to apply is May 31, 2022. Please include any pertinent information, including professional and personal experience, that is relevant to the position.

CNPS is an Equal Opportunity Employer; candidates from diverse backgrounds are encouraged to apply.