



Job Announcement
Rare Plant Treasure Hunt Project Manager

The Position

The Rare Plant Treasure Hunt (RPTH) is an ambitious effort that brings together expert botanists and dedicated volunteers to find, map, and preserve California's rare plants. In the first five years, RPTH volunteers and staff mapped 2,500 rare plant occurrences, of which 30% were new discoveries! This new position will be central to continued growth of the CNPS Rare Plant Treasure Hunt (RPTH), and have the opportunity to be at the heart of some exciting and truly important projects. 2018 RPTHs will include two special foci: exploring private lands in burned areas associated with the North Bay and Thomas fires, and supporting graduate students conducting research that maps and vouchers California rare plants.

The RPTH Project Manager is part of a great team and will get to work closely with other CNPS staff that provides support with prioritization, delivering trainings, data management, providing publicity, and leading field trips. The RPTH Manager will spend a significant amount of time coordinating with RPP staff botanists, CNPS chapter representatives, CNPS volunteers, students, and community members, to schedule and conduct field surveys for rare plants in California. The RPTH Manager will personally lead some of the RPTH surveys, which involve a mix of backpacking, car camping, and day trips. This position also includes vouchering via herbarium specimens, and collecting rare plants seeds for long term seed banking as part of the California Plant Rescue Project (CaPR). The RPTH Manager will be the CNPS representative to the CaPR group, to ensure we successfully back up the most imperiled part of our flora.

This is a rare opportunity to work with a fun team on a terribly urgent and important effort. If you are a highly organized and entrepreneurial coordinator of people and projects, then this job offers a unique chance to see some beautiful places, meet many new friends, and make a tremendous positive contribution to saving California's rare plants and special wild places.

Duties and Responsibilities

The duties of the RPTH Project Manager include:

- Working with other CNPS science staff, prioritize species and sites for mapping and collection.
- Plan field trips, coordinating landowner's permission, permitting, paid and unpaid staffing, volunteer notification and recruitment. Maintain calendar of upcoming RPTH trips.
- Complete RPTH field trips to survey rare plant populations, obtain voucher specimens, and collect seeds.
- Recruit, train, and support volunteers, with a focus on providing a positive, educational environment for volunteers. Work with RPP Manager to provide training in field safety, data collection, specimen vouchering, seed collection, and field safety protocols.
- Oversee data entry and data management. Enter field data into shared system and conduct QA/QC to ensure data quality. Provide data to the CNPS IPA Manager and shared to the CNDDDB.
- Ensure herbarium specimens are processed and then provided to partner herbaria, and that seed collections are processed and accessioned by CaPR seed bank partners.
- Coordinate with CNPS chapters, partners, landowners, agencies, and others to coordinate access to sites and maintain strong positive relationships.

- Prepare status reports quarterly, with informal monthly updates, which are combined into a full annual report that is of presentation quality. Report as needed to funders.
- Work with CNPS Development staff to secure ongoing project funding, including providing information to donors, writing grant proposals, and helping engage participants as donors.
- Occasional trips to herbaria and partner meetings, participation in CNPS meetings.
- Other tasks as required.

Job Requirements

- Demonstrated strong organizational skills, propensity to develop processes that then can be applied consistently, and ability to manage multiple tasks simultaneously.
- Strong plant identification skills. Willingness to learn and help teach plant specimen and seed collection techniques.
- Ability to use a GPS unit and topographic maps to navigate to and map plant populations.
- Strong data management skills. Strong knowledge of CNDDDB is an important plus.
- Strong “people” skills, commitment to sharing botanical discovery with a diversity of people, and authentic appreciation of the unique and valuable contribution each individual brings to CNPS.

Please Note if You Possess These Additional Desired Skills

- Fluency in Spanish.
- Familiarity with ESRI ArcGIS, or database expertise.
- Experience interacting with Luminate, Raiser’s Edge, or other CRM systems.

Physical Requirements

This job requires prolonged sitting, use of computer and mouse, and ability to lead field trips off trail in sites with steep and rugged terrain. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Additional Job Requirements

- Work requires travel to beautiful sites throughout California. Work travel is reimbursed.
- Some evening and weekend work may be required to meet deadlines or to participate in meetings.
- A valid California driver’s license is required, with proof required annually.

Status and Supervision

This is a non-exempt, full-time staff “at will” position eligible for benefits. CNPS is headquartered in Sacramento with satellite staff in other locations. Remote candidates are encouraged to apply, but must be able to meet in Sacramento regularly. Position is supervised by the Rare Plant Program Manager.

Compensation and benefits

CNPS offers competitive compensation commensurate with experience, medical, dental, vision, and life insurance, as well as generous leave time and 401(k) Plan with employer matching contribution. As an organization that treasures natural diversity, CNPS is an Equal Opportunity Employer and candidates from diverse backgrounds are strongly encouraged to apply.

To Apply

Please submit cover letter, résumé, and three professional references to jobs@cnps.org. Subject line of email should read “RPTH Manager application.” Review of applications will begin April 2 and continue until filled.