



Dedicated to native ecosystem conservation, research, and education
1850 Old Pecos Trail, Santa Fe, NM 87505

Southwest Seed Crew Coordinator

About Us:

The Institute for Applied Ecology (IAE) is a non-profit started in 1999 with a mission to conserve and restore native plants and their habitat through restoration, research, and education. Our vision is a world where all people and wildlands are healthy and interact positively, biological diversity flourishes, and environmental challenges are met with a social commitment to solving problems with scientific principles.

Our Southwest Office (IAE SW) works in New Mexico and Arizona. We cultivate partnerships to facilitate large-scale, regional conservation projects, develop ecologically appropriate sources of native seed, offer native species education opportunities and materials, provide technical assistance to restoration and management planning and implementation, and conduct on-the-ground habitat restoration and applied research.

IAE values diversity and equity, and we encourage applications from all groups of people. We recognize that the strength of IAE is in our people, and we believe that every employee has the right to work in surroundings that are free from all forms of unlawful discrimination and harassment. IAE does not and will not discriminate in employment and personnel practices, and our commitment to equal employment opportunity applies to every aspect of the employment relationship.

Start Date: Monday, May 20th, 2024, potentially flexible

End Date: Thursday, December 5th, 2024, with possibility for extension depending on funding

Location: Santa Fe, NM, hybrid, minimum of 3 days/week on-site

Status: Temporary, full-time

Compensation: \$25/hr.

Plus travel expenses associated with overnight field work (gas reimbursement for personal vehicle usage, food and lodging), paid holidays, overtime pay, sick leave, WFA training, and \$150 gear stipend.

Position Description:

The Southwest Office at the Institute for Applied Ecology works with several partners to collect, process, and store native seeds across federal and private lands. The Southwest Seed Crew Coordinator will hire, train, and provide logistical support for 6-8 seed crews across New Mexico, with support from other staff. Seed crew training will occur throughout the summer, with the height of the collection season occurring during August and September. Fieldwork will involve travel to distant field sites and overnight car camping during crew training periods. Additional responsibilities include working with partners to identify target species lists, coordinating with other IAE staff members, seed cleaning, database management support, and contributing to the [Southwest Seed Partnership](#) website, newsletter, and partner meetings. The work schedule will be variable, potentially consisting of 10-hour workdays Monday-Thursday or 8-hour

workdays Monday-Friday, and work during non-traditional hours and on weekends may occasionally be required. This position may coordinate or supervise volunteers, interns, subcontractors and/or technicians.

Studies have shown that Black, Indigenous and People of Color (BIPOC), women and other marginalized groups are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

Minimum Qualifications:

- Two or more seasons of ecological field experience, including experience with seed collection
- Excellent communication skills and experience working on a team
- Strong organizational skills and attention to detail, and ability to manage projects under minimal supervision
- Plant identification skills and experience using technical keys and collecting plant vouchers
- Data management experience; experience with Excel and data QA/QC
- Valid driver's license (in good standing) and ability to drive a 4WD vehicle on rugged, off-highway gravel or dirt roads
- Comfortable in a backcountry setting: ability to work long hours in adverse weather conditions while maintaining attention to the task and safety during training periods
- Experience or willingness to camp and hike up to 10 miles per day
- Ability to work in and respond to adverse field conditions which may include extreme heat and sun exposure, monsoonal rains, flash flooding, lightning, and hazardous wildlife
- Ability to work in bent-over, kneeling, or standing positions for significant periods of time
- Experience navigating to remote field sites using GPS

Preferred Skills:

- Experience identifying plants of the Southwest
- Experience using ESRI mobile applications including FieldMaps, Survey123, and ArcGIS Online, including basic GIS analysis (calculate area or length), edit shapes, manage and update data
- Experience collecting seeds using the BLM Seeds of Success (SOS) protocol
- Coursework/trainings in botany and/or degree in botany or related field
- Experience managing multiple crews and protocols simultaneously

How to Apply:

To apply for this position, please submit the following **as a single pdf**:

- Brief cover letter describing your interest in the position.
- Resume identifying any relevant experience (*paid or unpaid*). Please explicitly refer to position qualifications so the hiring team can take all of your experiences into consideration.
- Contact information (phone and email) for 2-3 professional references (including past employers/supervisors).

Email application materials to humanresources@appliedeco.org with subject line "Southwest Seed Crew Coordinator" no later than **11:59 pm on Thursday, May 2nd, 2024. Applications will be reviewed on a rolling basis.**

Questions? *If you have any questions or concerns, please refer to our [FAQ](#) or direct them to humanresources@appliedeco.org and we will get back to you as quickly as possible.*