



# Institute for Applied Ecology

*Dedicated to native ecosystem conservation, research, and education*

*1850 Old Pecos Trail, Suite I, Santa Fe, NM 87505*

## **Botany Program Lead – Carlsbad, New Mexico**

Job title: Botanist, Carlsbad Botany Program Lead

Office location: Carlsbad, New Mexico

Status: Regular, full-time (1 year contract with likely renewal)

Supervisor: Southwest Branch Director

Compensation: \$25.20/hour, plus paid health care, sick leave, PTO, and retirement benefits

Preferred start date: June 26th, 2023

**About Us:** The [Institute for Applied Ecology](#) (IAE), a non-profit organization, has been actively engaged in the conservation of native species and habitats through restoration, research, and education for over 20 years. We fill a unique niche in this field by working with a diverse group of partners including federal, state and county agencies and municipalities to accomplish our mission. 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.

**Position Description:** IAE Southwest seeks to hire a Botany Program Lead to support the objectives of the Bureau of Land Management (BLM) Plant Conservation and Restoration Program (PCRP) program at the Carlsbad Field Office in Carlsbad New Mexico. The PCRP conserves, maintains, and restores native plant communities through its land use planning and land management activities. The BLM Carlsbad Field Office administers over 2 million acres within the northern reaches of the Chihuahuan Desert and along the western edge of the Permian Basin – one of the oldest oil fields in the nation. The Carlsbad Botanist coordinates all botany projects within the field office, including support for seed collection and ecological monitoring programs, managing Special Status Plant Species dataset, consulting on National Environmental Policy Act (NEPA) projects, overseeing botanical data collection protocols, implement preclusion and recovery strategies for Federally Threatened or Endangered plant species, and more. The Botanist provides native plant technical support to other programs and implements vegetation management and restoration projects to help BLM and the Department of Interior (DOI) improve conservation stewardship and wildlife species habitat and meet DOI climate goals.

### **Responsibilities:**

Core responsibilities of this position include coordination or supervision of others, project management, writing, and proposal preparation. Specific responsibilities include:

- Leads botanical surveys, inventories, and monitoring. Manages Special Status Plant Species and Botany program data, updating GIS and other datasets.

- Assist in writing preliminary sections of NEPA documents for on the ground seed collections and restoration projects and Biological Assessments, including reviewing and editing NEPA documents for botanical resource concern.
- Hires, trains, and supervises seasonal Botany staff, volunteers, and contractors and assists with field work as needed.
- Coordinates program and data, providing reports, responding to data requests and public inquiries, development of outreach materials and website content for the public, facilitating meetings, and managing GIS spatial data.
- Plans seed collections, including analysis of geospatial datasets and seed transfer zone maps to identify collection sites and providing scouting data to seed crews.
- Implements restoration projects, including assessment of site conditions, planting, watering, and monitoring of restoration success.

**Qualifications:**

- A Bachelor's degree or higher with a minimum of 2-5 years of experience in plant ecology or related field.
- Fluency with standard office-based software and technology (e.g., Microsoft Office suite, including Word, Excel, PowerPoint; Google Suite).
- Strong organizational skills and attention to detail. Ability to manage several projects simultaneously.
- Ability to work long hours in adverse weather conditions, including extreme heat. Ability to hike up to 3 miles carrying a 40-pound pack and work in a bent-over/kneeling/sitting position for long periods of time.
- Positive attitude and excellent oral and written communication skills.
- Strong interpersonal skills as they relate to crew support and navigating various groups such as BLM project leads, third party contractors, and industry operators, all with different priorities.
- Able to navigate using aerial photos, compass, mapping apps on a tablet and/or GIS.
- Able to pass a Homeland Security Presidential Directive-12 background investigation.
- Current valid driver's license.

**Skills:**

- Project management experience and experience implementing field work and leading botanical surveys.
- Plant Species ID: Skilled in plant identification, demonstrated ability to learn new species and families, familiar with plant families and use of dichotomous keys, able to identify suite of target species. Familiarity with regional plant communities (New Mexico/ Chihuahuan Desert) and habitat requirements for wildlife desirable.
- GIS: Ability to make maps, conduct basic analysis (e.g. geospatial tools like buffer, intersect, measure, etc.), edit shapes, manage and update datasets in ArcGIS.
- Electronic Data Capture: Able to use and lead instruction of others in basic use of electronic data collection forms, especially Esri products like Survey123 and FieldMaps or Collector. Able to troubleshoot issues with forms.
- Monitoring: Implement existing monitoring layout and data collection protocols independently and troubleshoot common issues. In addition, able to create monitoring protocols based on project objectives and experimental design/statistical constraints.

- Data Management: Enter data using appropriate database software or other data storage system and independently perform quality control tasks, as well as importing/exporting data and designing simple queries to extract data.
- Writing: Ability to produce technical reports needing minimal review by supervisors and partner staff and also able to develop engaging outreach materials for BLM briefings and conference presentations. Examples might include updating NEPA language, creating deliverables for management, or assisting with Species Status Assessments.
- Training facilitation: Able to plan, facilitate, and provide follow-up for group or public trainings with minimal support or supervision.

**Vaccine Requirement:**

IAE has a mandatory Covid-19 vaccination policy. All employees are required to submit proof of vaccination prior to employment. Applicants may request exceptions and reasonable accommodations for medical or religious reasons. Any offer of employment will be contingent on complying with this policy.

**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 and stating when you would be available to start work.
- Resume identifying any relevant experience (paid or unpaid)
- Contact information (phone and email) for 2-3 professional references (including past employers/supervisors).

**Email application materials to [swjobs@appliedeco.org](mailto:swjobs@appliedeco.org) with subject line “Carlsbad Botany Program Lead” no later than Friday April 28th, 2023**

**Questions?**

Please direct any questions about the application process or position to [swjobs@appliedeco.org](mailto:swjobs@appliedeco.org)

*IAE supports 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.*

*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.*