



Job Description  
**Rare Plant Program Assistant Botanist**

**Summary**

CNPS is seeking an Assistant Botanist to provide technical and administrative support to the Rare Plant Program. The Assistant Botanist will have the opportunity to engage in a range of activities and projects, but will be particularly focused on a new project that focuses on the rare plants of California's National Forests. Reporting to the (Rare Plant Program Manager), the Assistant Botanist will work in close coordination with a growing team of plant scientists to:

1. Gather existing published data on rare plants and lichens;
2. Obtain unpublished botanical resources data from around California, via "data mining" of poorly-documented data sources;
3. Compile and analyze data for use in assessing plant and lichen taxa that are rare throughout California and especially National Forests;
4. Help organize and coordinate regional meetings and field surveys within selected National Forests; and
5. Develop written profiles on rare plant and lichen taxa.

**About CNPS**

CNPS is a science-based conservation organization that celebrates and saves California's globally important plants and places. CNPS is powered by 1,000 volunteers in 35 chapters across California and Baja, as well as 30+ staff and numerous contractors supporting the organization and its programs.

**Responsibilities**

- Search and compile rare plant information in key regions of California, such as the Sierra Nevada, North Coast, Great Basin, Siskiyou-Cascade National Forests;
- Data entry and data management;
- Develop rare plant species profiles through literature, database, and reference searches, and compiling taxonomic descriptions, species distribution, rarity status, and other related information;
- Search for and obtain unpublished data on rare plants in selected target areas;
- Compile mined data into useful formats, such as in a GIS database, spreadsheets, and plant profiles;
- Organize and complete Rare Plant Treasure Hunt (RPTH) field trips to survey rare plant populations, with field work duties focused on plant data and specimen collection;
- Train volunteers and others in field survey protocols, such as data collection, specimen vouchering, seed collection, photo vouchering, and field safety protocols;
- Infrequent office tasks, research, infrequent partner meetings;

- Prepare status reports quarterly, with informal monthly updates, which are combined into a full annual report that is of presentation quality;
- Obtain photographs and photograph use permission of target species;
- Other tasks as required.

### **Qualifications**

- Plant identification skills, knowledge of plant specimen and seed collection techniques;
- Strong analytical and recordkeeping skills;
- Knowledge of database software systems (and willingness to learn new systems);
- Ability to use GIS software to both query data, generate thematic maps, and create data themes (shapefiles/layers) of new or compiled data;
- Ability to use a GPS unit and topographic maps to navigate to and map plant populations;
- Strong data management skills;
- Strong organizational skills and commitment to sharing botanical discovery with a diversity of people.

### **Additional Desired Skills**

- Fluency in Spanish or other languages spoken by Californians.
- Knowledge of CNPS, familiarity with native plants and plant communities throughout California.
- A commitment to conservation.

### **Physical Requirements**

This job requires prolonged sitting and use of computer and mouse. It may require standing, hiking, backpacking, sleeping in non-traditional situations, bending and lifting/holding up to 50 lbs., surveying under adverse weather conditions, and being outside under various conditions. These requirements are representative, and reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **Additional Requirements**

- Valid California driver's license and proof of car insurance are required, provided annually.
- Work location is in the CNPS offices and at field locations throughout California.

### **Status, Compensation, and Location**

This is a non-exempt (hourly), full time staff position eligible for benefits. CNPS offers a competitive benefits package. This is a Sacramento-based position. Pay is \$17/hour and can be adjusted upward for applicants with a strong record of experience performing related work.

### **To Apply**

Please submit cover letter and resume to [jobs@cnps.org](mailto:jobs@cnps.org). Subject line of email should read "Assistant Botanist application". Review of applications begins immediately.