Job Announcement

East Bay Chapter Conservation Analyst

About CNPS
The California Native Plant Society (CNPS) is a statewide non-profit conservation organization (www.cnps.org), with more than 10,000 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. The East Bay Chapter of CNPS (www.ebcnps.org) is the largest CNPS chapter, covering Alameda and Contra Costa counties.

Job Summary
The East Bay Chapter of the California Native Plant Society (CNPS) is seeking a motivated individual to serve as staff for its conservation program. The Conservation Analyst must be a highly organized self-starter. They will work closely with East Bay CNPS volunteers, board members, and the CNPS Conservation Program to respond to development projects through the CEQA process, represent CNPS on various boards and committees, and educate the public and stakeholders about plant conservation in the region.

The Conservation Analyst reports to the East Bay Chapter Conservation Committee Chair for day to day direction. Work is primarily from a home office; however, travel throughout the East Bay is required for meetings, tours, and site visits. Access to a car is essential. Travel costs are reimbursed. Meetings can occur at any time from early morning until late evening, and occasional weekends.

Principal Duties & Responsibilities
• With the Conservation Chair, set priorities for action on specific projects, utilizing the Guide to the Botanical Priority Protection Areas of the East Bay as a guide (see a description at www.ebcnps.org/rareplants.html).
• Represent views of EBCNPS on conservation and land management issues at public meetings and on various committees.
• Analyze local plant conservation and land management issues, and formulate, recommend, and facilitate appropriate actions on behalf of EBCNPS.
• Seek input and write concise, legally relevant comments on NEPA and CEQA documents for projects that may impact plant resources in the East Bay. Integrate information from other EBCNPS committees including: Rare Plants, Locally-Rare Plants, Vegetation, and others to bolster comment letters with current information and professional opinion.
• Coordinate project responses, strategy, and meetings with local stakeholders, such as community members, agency officials, elected officials, and local and state environmental groups.
• Respond to conservation needs of other environmental organizations and chapter members, providing advice on strategy, technical or legal information, and referrals, or by taking action on specific issues.
• Interact with media through in-person interviews and phone calls, and write press releases for EBCNPS on impacts of certain projects and policies.
• Attend public meetings on behalf of EBCNPS and record meeting notes, raise questions, and deliver spoken comments for the organization.
• Report on job activities through oral presentations, conservation listserves, wordpress blog, and/or regular conservation reports to the board of directors and financial supporters.
• Build relationships with officials, allied organizations, and media representatives.
• Assist in organizing and monitoring field projects to further native plant conservation in the management of public lands.

**Minimum Qualifications**

• BA/BS degree in conservation biology, natural resource management, environmental science, botany, biology, or related field with coursework in botany.
• A minimum of two years of related work experience.
• Strong commitment and dedication to plant conservation.
• Excellent written and oral communication skills.
• Ability to speak publicly and provide testimony in a variety of forums.
• Proficiency in creating documents, maps, and presentations; managing emails, blog and social media.
• Ability to work with a wide variety of people, including CNPS volunteers, agency personnel, academics, professional and amateur botanists, and other stakeholders.
• High degree of initiative and ability to work independently as well as part of the CNPS team.

**Desired Qualifications**

• Understanding of California and Federal plant conservation laws and regulations, including: CEQA, NEPA, CESA and ESA.
• Familiarity with land protection strategies including conservation easements, habitat conservation plans and conservation/mitigation banks.
• Working knowledge of native plants and plant communities—familiarity with East Bay flora desirable but experience elsewhere may be substituted.
• Relationships and experience with other local environmental groups and campaigns
• Ability to use In-Design, Photoshop and/or ArcGis.

**Additional Job Information**

• This job requires prolonged sitting, use of computer, and ability to visit sites with steep and rugged terrain. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• Day to day direction is provided by the local EB Chapter Conservation Committee Chair. As CNPS Conservation Program staff, the EBCA will participate in periodic staff meetings in Sacramento and offsite staff retreats, receive professional development support, and enjoy the benefits of working for a statewide organization with supportive and friendly coworkers.
• A valid California driver’s license and proof of car insurance are required.

**Compensation and Benefits**

CNPS offers competitive compensation, commensurate with qualifications and experience. Generous benefits, include: paying 100% of employee premiums for health, life, dental, and vision insurance with low cost family coverage options; 401K retirement plan with 6% matching contributions; generous vacation, family, sick leave, and holiday; flexible schedules; professional development opportunities and more.

Position is 60%, with a potential for up to 100%; applicants are requested to specify their preferences and requirements in their cover letter.

**To Apply**

Submit a resume, a cover letter explaining your interest and qualifications, and a short sample of original technical writing that you have completed in the past three years. Technical writing sample may be an excerpt from a larger document. All documents should be submitted to jobs@cnps.org with email subject line “EB Conservation Analyst application.” Review of applications will begin January 20 and continue until filled.

*CNPS is an Equal Opportunity Employer. Candidates from diverse backgrounds are encouraged to apply.*

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