



Job Announcement  
**Assistant Field Botanist**

**About CNPS**

The California Native Plant Society (CNPS) is a statewide non-profit conservation organization ([www.cnps.org](http://www.cnps.org)) founded in 1965, 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.

**Job Summary**

The California Native Plant Society (CNPS) is currently seeking to fill one full-time field botanist position, classified as an Assistant Field Botanist. The position includes at least 4 months of work, beginning in March or April 2020, and the position may be extended beyond the summer, depending on funding.

Duties will include both office and fieldwork related to surveying and mapping the California flora, focusing on rare plants, as well as classifying and mapping vegetation. Tasks will include surveying vegetation, identifying/keying plants, entering data and performing quality control, organizing data and photos, researching and writing up information about native plants (particularly rare plants) and vegetation, and other related tasks.

Specific field projects may include botanical surveys in southern California, Lake, and Napa Counties, the San Francisco Bay Area, and far northern California. Fieldwork will be performed under rigorous conditions in wild areas away from roads and facilities. Work may be in shifts of up to 10 hours per day during 4-8-day survey missions, with camping or staying at motels overnight.

This position includes office work, data entry, identification of plant specimens with dissecting microscope and dichotomous keys (such as in the Jepson Manual), data quality control, sorting and research of data, vegetation description writing, and related tasks. Eight hours at a computer per day may be required. The main office location is in Sacramento, but other sites may be considered.

The successful candidate will gain experience in sampling California's diverse vegetation plant assemblages, learning different techniques for collecting field data, identifying plants to the species level, collecting and processing native plant seeds, and vouchering plant specimens.

**Desired Skills and Qualifications**

Data & office skills:

- Strong organizational, verbal and written communication, analytical and computer skills (Windows Operating System, Microsoft Word, Excel, and email).
- Experience with GIS, such as ESRI ArcMap, databases (e.g. Access) and/or spreadsheets.
- Proficiency in data entry, quality control, and management of both hard copy and digital data. Familiarity with CNDDDB a plus.
- Ability to keep accurate records.

Field skills:

- Strong background in California plant identification and experience conducting botanical surveys of a floristic nature.
- Ability to identify live and pressed plants, using the *Jepson Manual* and other floras.
- Experience using GPS (Global Positioning System) or other mobile digital units and field survey equipment (e.g. compass, rangefinder, and tape measure), and reading and navigating using topographic maps.
- Ability to conduct fieldwork in varied environmental conditions, including inclement weather, rugged terrain, and poison-oak (and other toxic plants).
- Ability to drive 4X4 vehicle over variable terrain.
- Ability to interpret hard copy and digital maps, and perform regular field sampling missions for a week at a time.

In addition:

- At a minimum, an undergraduate degree in biology, botany, or a related field.
- A valid California driver's license, proof of current auto insurance, and a safe driving record are required.
- Physical requirements include prolonged sitting, standing, bending, using a computer, driving, hiking, lifting and carrying (up to 1/3 of your body weight). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to work independently and coordinate daily tasks.
- Enthusiasm, positive attitude, and ability to work well in a team setting.

**Compensation and Benefits**

Compensation rate will be \$17-20/hour. CNPS provides a very generous benefits package, paying 100% of employee premiums for health, life, dental, and vision insurance with low cost family coverage options. CNPS offers a 401K retirement plan with up to 6% matching contributions. Annual paid leave benefits include 12 holidays, 12 sick days and generous paid vacation.

**Equal Opportunity Policy**

It is CNPS's policy to afford equal employment opportunity to all persons. This policy demonstrates CNPS's commitment to creating a diverse and inclusive environment that values the different perspectives that diversity fosters. To better understand the demographic profile of CNPS applicants, we request candidates to fill out the volunteer questionnaire that is part of the application form. Your responses will remain confidential, anonymized, and not shared with the hiring committee.

**To apply**

Submit a resume and cover letter. Review of applications begins immediately and will continue until the position is filled.

[Click here to apply](#)