CNPS Conservation Analyst
Job Description

About CNPS
The California Native Plant Society (CNPS) is a science-based conservation organization that celebrates and saves California’s globally important plants and places. CNPS is powered by 10,000 members in 35 chapters across California and Baja, as well as 30+ staff and numerous contractors supporting the organization and its programs. 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.

Summary
The Conservation Analyst coordinates and manages conservation advocacy across California. With direction from the Lead Conservation Scientist, the Conservation Analyst works with volunteers and staff to promote policies relevant to plant conservation in California. They also participate in public outreach to diverse constituencies to promote CNPS plant conservation policies statewide. The position requires a highly organized and self-motivated individual to lead, coordinate, and implement CNPS Conservation Program actions.

Responsibilities
General
- Analyze local and regional plant conservation and land management issues. Formulate, recommend, and facilitate appropriate science-based actions on behalf of CNPS and CNPS Chapters.
- Serve as CNPS representative to State and Federal resource management agencies on conservation and land management issues.
- Research and maintain up-to-date scientific and legal information on plant conservation issues.
- Integrate information developed by CNPS scientists into regional plant conservation practices.
- Conduct fieldwork and site visits as necessary to coordinate efforts to identify, protect and manage native plant communities and their habitats across the region.

Laws & Regulations
- Analyze and comment on NEPA and CEQA documents and other planning and policy documents.
- Monitor, analyze and comment on Federal and State policies affecting plant conservation.
- Alert CNPS volunteers of the need for action (proactive or responsive) when appropriate.
- Coordinate with CNPS Legislative Consultant and other program staff as appropriate.

Chapter Support
- Support CNPS chapter conservation with strategic advice, technical or legal information, and referrals.
- Coordinate with individual Chapter volunteers on issues specific to individual Chapters.
- At times, lead action on behalf of Chapters on specific issues.

Program Management and Development
- Coordinate Conservation Program outreach with the Senior Director, Communications & Engagement.
- Identify funding opportunities to support the Conservation Program.
- Develop and implement an efficient filing system of both printed and electronic files.
- Produce regular reports for various CNPS newsletters, publications and meetings.

Qualifications
- BA/BS degree in conservation biology, natural resource management, botany, biology, or related field with coursework in botany. Broad regional botanical knowledge preferred.
Two to three years of experience in environmental conservation, including conducting analyses of documents produced in compliance with the California Environmental Quality Act (CEQA) and/or National Environmental Policy Act (NEPA).

Two to three years of experience in conservation advocacy.

Knowledge of California and Federal conservation laws and regulations.

Experience coordinating people and projects.

High degree of initiative and ability to work independently as well as part of the CNPS team.

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.

Proficient computer skills particularly Word, Excel, Power Point, GIS.

Demonstrated ability to work well with a wide variety of people, including volunteers, agency personnel, academics, professional and amateur botanists and other stakeholders.

**Additional Desired Skills**

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

**Physical Requirements**

This job requires prolonged sitting and use of computer and mouse. It may require participation in field trips on uneven trails with variable grade. These requirements are representative, and reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Additional Information**

- Multi-day travel to beautiful locations throughout California will be required. Work travel is reimbursed.
- Work location is at the CNPS office in Sacramento or in Berkeley, California.
- Work time is generally Monday through Friday 8:00 to 5:00. Flexible schedules are possible.
- A valid California driver’s license and proof of car insurance are required, provided annually.

**Status and Compensation**

This is a non-exempt full-time staff position supervised by the Lead Conservation Scientist. This is a key position and compensation is commensurate with qualifications and experience. CNPS offers very competitive benefits, including full payment of employee health insurance premiums, life insurance, 6% retirement match, and paid holidays and 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**

Please submit a resume and cover letter. Review of applications will begin April 30 and continue until position is filled.

[Click here to apply](#)

*The California Native Plant Society is an Equal Opportunity Employer. Candidates from diverse backgrounds are encouraged to apply.*