



## Job Announcement Plant Science Education Coordinator

### **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 CNPS mission calls on the organization to conserve California's native plants and habitats, while increasing the understanding, appreciation, and horticultural use of California native plants. Education is central to how we accomplish those goals. The Plant Science Education Coordinator is responsible for shepherding educational programming centered in plant science. As a member of the CNPS Education Department and reporting to the Director of Education and Engagement, the Plant Science Education Coordinator will work closely with staff and volunteers across the organization to identify, develop, and support facilitation of CNPS' plant science workshops and trainings. CNPS's plant science programming aims to enhance professional literacy of native plants, as well as the practices and protocols related to the conservation, research and protection of California flora.

### **Duties and Responsibilities**

#### Workshop Coordination and Administration

- Actively support CNPS instructors throughout the development, facilitation and evaluation of plant science workshops and trainings
- Assist in the curriculum development and instruction of CNPS plant science programming, ensuring plant science programming aligns with educational standards and DEJI values of the organization.
- Identify and secure appropriate instructors, venues, and supplies for workshops and trainings.
- Work with the Director of Education and Engagement to develop and manage plant science workshop and training budget.
- Maintain online calendar of plant science events and trainings.
- Administer workshop and event registration, payments, and reimbursements in the event of cancellation.
- Create post-workshop surveys and maintain records of participants' responses to gain better understanding of CNPS audience base and identify gaps.
- Ensure plant science programs are designed in alignment with CNPS's DEIJ goals, including accessibility.
- Provide support and coordination for the Botanist Certification Program

#### Outreach

- Identify and cultivate new partnerships with organizations, groups, and/or individuals that will enhance and diversify CNPS' workshops and trainings as either participants or guest instructors.
- Work with CNPS chapters to coordinate support when needed and increase public awareness of upcoming plant science workshops and trainings.
- Work with Communications team to develop language to market plant science workshops and trainings on social media platforms.
- Assist with the planning and coordination of the CNPS conference.

#### Education Support

- Work with CNPS staff across programs to develop new and improve existing plant science workshops and training opportunities for the general public that increases awareness around native plants.
- Identify opportunities within existing plant science workshops and trainings to improve accessibility and relevance to a wide-ranging, diverse audience.
- Develop interpretive educational materials for plant science workshops and trainings to aid in public understanding and appreciation of native plants.

- Build relationships with educational partners and strategize ways to partner, cross-promote, and best leverage each organization's respective strengths in regards to plant science educational offerings.
- Coordinate the student research grant programs, facilitating funding awards to students and researchers studying California's native flora on an annual basis.

### **Required Qualifications**

- You have demonstrated experience in formal and informal education settings that connect participants to the natural sciences or related content in engaging and effective formats.
- You are excited by the content of plant science programming and aim to thoroughly understand and ultimately deploy workshops and trainings in collaboration with CNPS staff.
- You're an organized project manager who loves project plans and timeline development.
- You're creative but willing to embrace the business of event logistics, registrations, and technical support.
- You're well-versed in a variety of tools and media, including major social media channels, Zoom, WordPress (or other CMS), and email marketing platforms.
- You're a strong writer who can adapt your style and voice to different audiences and media.
- You stay calm and organized under competing and shifting deadlines in a fast-paced environment.
- You enjoy collaboration and input from others.
- You're passionate about connecting with Californians of all cultures, backgrounds and ages, and committed to removing obstacles to connection.

### **Preferred Qualifications**

While CNPS recognizes that not every individual will exhibit all of these characteristics, the successful candidate will possess at least one – and ideally more than one – of the following:

- Degree in plant science, biology, natural sciences, education or science communications
- Fluency in Spanish or other languages spoken in California strongly preferred.
- Knowledge of CNPS, familiarity with native plants, and plant communities throughout California.

### **Physical Requirements**

This job can require 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**

- Work requires occasional travel throughout California. Work travel is reimbursed.
- Work schedule is generally eight hours a day, Monday to Friday. Flexible schedules are possible.
- Some evening and weekend work may be required to meet deadlines or to participate in meetings and activities.
- A valid California driver's license is required.
- This is a California-based remote position, but may transition to a Sacramento- or Berkeley-based position if work dictates and safety allows.

### **Status, Compensation, and Benefits**

This is a full-time non-exempt position with an hourly rate of \$24.61 - \$26.52. CNPS provides a comprehensive 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 13 holidays, 12 sick days, and 10 paid vacation days to start.

### **Equal Opportunity Policy**

CNPS's policy is to afford equal employment opportunity to all persons, regardless of age, ancestry, color, disability, gender, gender expression, gender identity, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religion, sex, and sexual orientation. This policy demonstrates CNPS's commitment to creating a diverse and inclusive environment that values different perspectives and fosters belonging. To better understand the demographic profile of applicants, CNPS requests 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 cover letter and resume [here](#). The deadline to apply is September 10. Please include any pertinent information, including professional and personal experience, that is relevant to the position.