



**Natalie Hopkins Conservation Intern
California Native Plant Society
Job Announcement**

About CNPS

The California Native Plant Society (CNPS) is a statewide non-profit conservation organization (www.cnps.org) founded in 1965, with more than 11,000 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 Natalie Hopkins Conservation Intern is a temporary part-time to full-time position directly supervised by the Conservation Program Manager, and overseen by the Conservation Program Director. The Hopkins intern shall be employed a minimum of 1,040 hours, to be completed between six months and one year. As a member of the Conservation Program team, the Natalie Hopkins intern works in support of on-going initiatives and campaigns with the goal of increasing CNPS capacity to advance conservation of California wildlands and the species and natural communities they support, while training as an early career professional expected to make ongoing contributions toward conservation of California plants and places.

Principal Duties & Responsibilities

The Hopkins Intern's primary role will be to assist volunteers and program staff in advocacy related to wildfire and vegetation management. The intern will create an annotated bibliography of peer-reviewed scientific publications related to wildfire and strategies for making landscapes more resilient to wildfire. This annotated bibliography will take into account the diverse ecoregions and vegetation types in California, and organize articles by relevance to particular habitats. The purpose of the annotated bibliography is to serve as a reference and guide to help chapter members and the public to better understand the latest fire science, and support science-based advocacy related to fire policy and land management. Additionally, the intern will assist staff on other key conservation priorities by helping to write comment letters and engaging in other forms of advocacy.

The Intern's other general responsibilities include providing logistical and communications support for the Conservation Program. Projects and tasks assigned will vary as priorities change and needs arise.

Annotated Bibliography – 50%

- Read, annotate, and synthesize scientific articles and publications related to fire.
- Organize research into user-friendly annotated bibliography.
- Research existing state and federal policy related to wildfire, including budget allocations. This information should be included in the bibliography.

Program Support – 45%

- Assist the Conservation Program Manager with facilitating a volunteer group focused on fire and fuel management work.
- Attend monthly meetings with CNPS conservation volunteers and provide updates on status of work assignments.
- Review and provide feedback on fuel management projects around the state.
- Support CNPS staff on advocacy (e.g. writing comment letters, preparing oral testimony) on key conservation issues.

Communications Support – 5%

- Help craft communications related to projects in coordination with Conservation Program and Communications Program staff.

- Assist in communications with CNPS Chapter conservation volunteers.

Minimum Qualifications

- Completed college-level coursework in Environmental Science, Forest Ecology, Land Management Policy, Botany, Biology, Political Science, or a related area of study.
- Excellent interpersonal skills and ability to work well with people of different backgrounds.
- Ability to maintain calm under pressure and under changing conditions.
- Excellent oral and written communication skills.
- Demonstrated ability to be a self-starter, and to complete detail-oriented work with high level of accuracy working independently or with a team.
- Ability to independently and efficiently manage multiple complex projects simultaneously
- Knowledge and experience with Microsoft Office suite and Google suite.

Desired 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:

- Familiarity with Geographic Information System (GIS) tools, e.g. ESRI ArcMap, ArcGIS Online
- Knowledge of CNPS, familiarity with native plants and plant communities throughout California
- A commitment to habitat conservation, environmental justice, and public participation in decision making processes
- Fluency in Spanish or other languages spoken by Californians

Physical Requirements

This job requires prolonged sitting and computer use. 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 Job Information

- Work time is generally Monday through Friday 8:00 to 5:00. Flexible work schedules are possible, with prior approval from the Conservation Program Manager or Program Director.
- This is a remote position, but may transition to a Sacramento-based position if work dictates and safety allows.
- Periodic travel to locations throughout California may be required.
- A valid California driver's license and proof of car insurance are required.

Compensation and Benefits

This is a full-time non-exempt position with a starting hourly rate of \$18.95. CNPS provides a comprehensive benefits package, paying 100% of employee premiums for health, life, dental, and vision insurance. CNPS offers a 401K retirement plan with up to 6% matching contributions. Annual paid leave benefits include generous paid vacation, sick, and holidays.

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 January 21, 2022. Please include any pertinent information, including professional and personal experience, that is relevant to the position.

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