



CALIFORNIA
NATIVE PLANT SOCIETY

**Assistant Field Botanist
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.

CNPS Rare Plant and Vegetation Programs

The CNPS Rare Plant Program develops current, accurate information on the distribution, ecology, and conservation status of California's rare and endangered plants for its effective use in science-based plant conservation. For over 50 years the Rare Plant Program has mostly focused on gathering and assessing rare plant data, but has since expanded to special projects involving the inventorying and collecting of data for the entire California flora. The CNPS Vegetation Program supports a uniform system for vegetation sampling, classification, and mapping and maintains vegetation information databases. This system, developed over the past 25 years by CNPS and the California Department of Fish and Wildlife (CDFW), is used by both governmental and non-governmental institutions to map, categorize and describe vegetation.

Job Summary

The **Assistant Field Botanist** is a full-time position that is supervised by either the Special Projects Program Manager or the Vegetation Program Ecologist. The position includes at least six months to 1 year of work, beginning in February 2022, and may be extended beyond a year depending on funding. The Assistant Field Botanist will gain experience in surveying and mapping California's diverse flora and vegetation assemblages, learning different techniques for collecting field data, identifying plants to the species and subspecies/variety level, collecting and processing native plant seeds, and vouchering plant specimens.

Duties and Responsibilities

Office work

- Data entry and quality assurance / quality control (QA/QC) of data
- Identification of plant specimens with dissecting microscope and dichotomous keys (such as in the *Jepson Manual*)
- Sorting and research of data
- Sorting and processing of plant vouchers and seeds
- Vegetation description writing and related tasks

- Querying GIS data, creating GIS range maps, and other GIS functions

Fieldwork

Specific field projects may include botanical and vegetation surveys in southern California, Lake and Napa Counties, the San Francisco Bay Area, and far northern California. Fieldwork will be performed for at least **five to six** months of time 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, primarily with camping or sometimes staying at motels overnight.

Required 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 software, 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 ride in or drive an OHV vehicle (Side x Side and/or ATV).
- Ability to carry a heavy backpack and/or tools.
- Ability to interpret hard copy and digital maps, and perform regular field sampling missions for a week at a time.

Preferred Qualifications

- At a minimum, an undergraduate degree in biology, botany, or a related field.
- Ability to work independently and coordinate daily tasks.
- Ability to recognize and determine the identify of riparian and wetland plants.
- Enthusiasm, positive attitude, and ability to work well in a team setting.

Physical Requirements

This job requires prolonged sitting, use of computer and mouse, and the ability to participate in fieldwork including standing, hiking, driving, carrying gear (up to 1/3 of your body weight), and traveling off-trail in sites with variable grade. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Additional Information

- Office work schedule is generally eight hours a day, Monday through Friday. Flexible schedules are possible.

- Fieldwork schedules can be rigorous (e.g. 10 hours per day during 4-day stints, with camping or staying at motels/home rentals overnight).
- A valid California driver's license is required.
- The main office location is in Sacramento, but other sites may be considered.

Compensation and Benefits

This is a full-time non-exempt position with a starting hourly rate of \$22.22. 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 February 4, 2022. Please include any pertinent information, including professional and personal experience, that is relevant to the position.

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