



Cal-IPC

## Field Mapping Coordinator

California Invasive Plant Council

Berkeley, CA

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**Position:** Full-time through December 2011 with extension pending additional funding  
**Salary:** \$35-\$50k plus benefits, commensurate with experience  
**Education:** Bachelor's degree  
**Location:** Berkeley, CA or home office is negotiable  
**Reports to:** Mapping Program Manager  
**Posted:** July 7, 2010  
**Start Date:** August 15, 2010. Review of applications will begin immediately.

### Overview:

The California Invasive Plant Council (Cal-IPC) is a nonprofit organization working to protect California's wildlands from invasive plants through research, restoration, and education. We serve a statewide membership of 1,000 land managers, researchers, students, and concerned citizens. Along with an annual conference and field courses throughout the year, we maintain programs focused on the science and policy of addressing invasive plants.

Please see [www.cal-ipc.org](http://www.cal-ipc.org) for more information about our mission and programs.

### Position Purpose:

With oversight from the Mapping Program Manager, take a lead role in our initiative collecting spatial data on invasive plant distribution around the state. The Coordinator will meet with Weed Management Areas and other local groups, arranging meetings and collecting weed mapping data derived predominantly from expert opinion, but also including GIS datasets and field mapping.

### Duties:

- Communicate extensively with individuals and groups across the state to set up meetings for data collection. Track these communications.
- Travel to meet with individuals and groups to collect information on invasive plant distribution, both through GIS datasets and expert knowledge. Extensive travel required (all costs reimbursed).
- Compile information into databases for statewide mapping.
- Coordinate and supervise additional Mapping Specialists helping to collect data.

**Qualifications:**

Applicants must have:

- Familiarity with California ecosystems and plant species
- Strong interpersonal skills for coordinating with a wide variety of people
- Flexibility, independence, and resourcefulness for working effectively while traveling away from the office
- Excellent organizational and information management skills for tracking extensive contacts and datasets
- Proficiency with spreadsheet (Excel) and database (Access) applications
- Familiarity with GIS and mapping
- Positive attitude
- Attention to detail, highly organized, friendly professional manner, customer service-oriented
- Strong communication and writing skills
- Flexibility to take on diverse assignments as needed

Additional desired qualifications include:

- Experience in natural resource management, specifically invasive plant biology, management, mapping, revegetation, and land management program design
- Experience with ArcGIS
- Experience with preparing voucher specimens
- Experience coordinating events

**Benefits:**

Employees start with twelve vacation days per year, ten holidays, and up to twelve sick leave days per year. We provide health insurance through Kaiser Permanente, a 403(b) retirement plan with employer match up to 5%, and option to participate in employee-funded programs for commuter checks and Sec. 125 Flexible Spending Accounts for health and dependent care.

**How to Apply:**

Send cover letter, resume, and list of 3 references to [jobs@cal-ipc.org](mailto:jobs@cal-ipc.org) with subject line of "Field Mapping Coordinator".

Cal-IPC is an equal opportunity employer and diversity is a core value.