



## Science Program Manager

California Invasive Plant Council

Berkeley, CA

Are you passionate about protecting natural areas around the state? Are you looking for an opportunity to use your skills and creativity to make a change in the world? We are looking for a dynamic and versatile professional to join our team and lead science-based projects that make a difference. The California Invasive Plant Council (Cal-IPC) is a conservation leader, supporting the state's land management community in protecting our lands and waters from invasive plants for over 25 years. More information at [www.cal-ipc.org](http://www.cal-ipc.org).

<b>Salary:</b>	\$55,000-\$70,000 FTE, commensurate with experience
<b>Benefits:</b>	Health, Dental, Vision, Sec. 125 Flexible Spending Account, 403(b) retirement account with employer match
<b>Type:</b>	Full-time, Exempt, At-will
<b>Education:</b>	Degree in ecology, botany, wildlife biology, natural resource management, or other conservation-related field (advanced degree preferred)
<b>Experience:</b>	2+ years in land management or related field
<b>Location:</b>	Berkeley, CA
<b>Reports to:</b>	Executive Director
<b>Supervises:</b>	None
<b>Travel:</b>	Occasional travel required
<b>Hours:</b>	40-hour work week, with occasional weekend work

### POSITION PURPOSE:

As Science Program Manager you will team with our Conservation Program Manager in implementing a range of projects that strengthen invasive plant management in California. These projects take a variety of forms: coordinating regional partners for on-the-ground weed control work, writing technical manuals, assessing impacts of invasive plants, designing online decision-support tools, and more. The Science Program Manager also oversees two of Cal-IPC's core functions: conducting assessments to determine which plants are considered invasive in California and organizing the program for our annual conference where land managers and researchers network and update each other on new findings from the field. You will serve as our go-to source on matters of botany (with extensive back-up from our membership) and you will supply tools and information to the land management community.

### DUTIES:

The Science Program Manager performs the following duties:

- Work with regional partners to set priorities for invasive plant management projects, and help them fund, implement and track projects

- Maintain Cal-IPC's Invasive Plant Inventory by conducting risk assessments and organizing a technical advisory committee
- Research, write, and publish manuals for land managers, with technical review by experts, on topics such as non-chemical approaches to controlling invasive plants
- Organize the scientific program for Cal-IPC's annual Symposium, a 300-person conference
- Guide statewide efforts to report and respond to early detections of new invasive plants
- Help organize technical trainings for land managers, conservation corps members, and restoration volunteers

Along with direct project management and administration, this work may include the following types of activities:

- Grant writing and promoting Cal-IPC's fee-for-service capabilities
- Giving presentations at conferences and meetings
- Contributing to outreach via newsletter, website and social media
- Supporting Cal-IPC's advocacy work
- Participating in planning future program strategies
- Responding to a range of inquiries by phone and email
- Other tasks as needed

#### **QUALIFICATIONS:**

Knowledge of California flora and invasive plant management is a primary qualification for this position. You should have a degree in ecology, botany, wildlife biology, natural resource management, or related field, with an advanced degree preferred. Experience managing projects is critical, with experience working in the nonprofit sector—including grant writing—being especially useful. The following are meaningful skills for this position:

- Strong project management skills, with ability to track multiple projects and deadlines
- Capability of working independently and as a team member
- Strong interpersonal skills, professional and engaging manner with coworkers, board of directors, and diverse partners
- Flexibility and versatility to work on a variety of projects
- Strong written and verbal communications
- Proven analytical and problem-solving ability
- Strong computer skills, including basic GIS
- Attention to detail and highly organized

#### **To Apply:**

Submit resume and cover letter to [info@cal-ipc.org](mailto:info@cal-ipc.org). Position open until filled.

Cal-IPC is an equal opportunity employer and we are committed to fostering an inclusive workplace environment.