



Conservation Specialist

California Invasive Plant Council

Berkeley, CA

Are you passionate about protecting nature, coordinating projects and building community? Do you understand the importance of actively stewarding natural areas and want to create positive environmental change in the world? Cal-IPC is looking for a dynamic new team member for a temporary assignment for environmental permitting and supporting regional planning for land stewardship.

The California Invasive Plant Council (Cal-IPC) supports land managers protecting California's environment and economy from invasive plants. More information at www.cal-ipc.org.

Type:	100% FTE, Exempt, At-will
Salary:	\$2,708 to \$3,125 per semimonthly pay period (100% FTE = \$65,000/year to \$75,000/year), commensurate with experience
Benefits:	Health, Dental, Vision, Sec. 125 Flexible Spending Account, 403(b) retirement account with employer match
Duration:	6 months with potential for extension
Education:	Bachelor's degree in conservation-related field
Experience:	2+ years in natural resource management or related field
Location:	Remote work (our office is in Richmond, CA)
Reports to:	Science Program Director
Supervises:	None
Travel:	Periodic travel may be required in California
Hours:	40-hour work week, between 8:00am-6:00pm PST Monday-Friday, and occasional weekend work as needed

Position Purpose:

As Conservation Specialist you will work independently as part of our small team to support two efforts with near-term deadlines: (1) taking the lead on writing NEPA documents for an invasive plant management project and (2) supporting the generation of regional invasive plant prioritizations across California.

Duties:

The Conservation Specialist will perform the following core duties:

- Research and write environmental documents for NEPA permitting of an invasive plant management project on a National Forest.
- Track progress to ensure on-time completion of NEPA documents.
- Analyze invasive plant distribution using online data from CalWeedMapper and Calflora to develop regional management priorities with a focus on early detection and rapid response

Additional duties may include:

- Planning implementation of landscape-level invasive plant management projects
- Supporting statewide weed mapping efforts and spatial analysis tools
- Compiling local land manager reports to inform impact assessments and management
- Helping organize Cal-IPC's annual Symposium, a 300-person conference Preparing educational materials for land managers
- Other duties as needed

Qualifications:

Though this is primarily an office job it requires field experience in natural resource management, including invasive plant control. You should have a working knowledge of California's flora. The following are important skills for this position:

- Proven project management skills, with ability to track multiple projects and deadlines
- Self-starter with resourcefulness to work independently
- Committed to strengthening equity, diversity, and inclusion in conservation
- Enthusiastic about and professional in engaging a range of partners
- Strong interpersonal skills and a mindset for collaboration
- Strong analytical skills and problem-solving ability
- Strong writing and communication skills
- Proficient with MS Office applications, Google applications, and Zoom
- GIS skills are a bonus

To Apply:

Submit resume and cover letter to info@cal-ipc.org.

Cal-IPC is an equal-opportunity employer. We believe successful conservation requires social justice. See our [Statement on Equity, Diversity & Inclusion](#).