



Conservation Specialist

California Invasive Plant Council
Berkeley, CA

Are you passionate about protecting nature, coordinating partners, and building community? Do you value the importance of actively stewarding natural areas and want to create positive environmental change in the world? California Invasive Plant Council (Cal-IPC) is looking for a dynamic new team member to support our conservation projects and training events.

- Type:** 100% Full-time Equivalent (FTE), Exempt
- Salary:** \$2,604.17 - \$2,916.67 per semi-monthly pay period (equivalent to \$62,500 - \$70,000 annually), commensurate with experience
- Benefits:** Health, Dental, Vision, Sec. 125 FSA, 403(b) retirement account with employer match
- Location:** Remote work (our office is in Richmond, CA)
- Hours:** 100% FTE employees work a standard 40-hour work week, between 8 AM and 6 PM Monday-Friday, with occasional weekend work
- Travel:** Occasional travel may be required in California
- Reports to:** Science Program Director
- Experience/Education:** 5+ years in natural resource management if applicants have no degree. Applicants with a bachelor's degree (BA/BS) in a conservation-related field require 2+ years in natural resource management. Applicants with a MA/MS or PhD degree in a conservation-related field require 1+ years in natural resource management.

Position Purpose:

As Conservation Specialist, you will work with our staff team and partners to develop and provide invasive plant management resources to California land managers. Current projects include a developing a guide to best practices for wildland herbicide applications and coordinating training events for conservation corps members.

Duties:

The Conservation Specialist will perform the following core duties:

- Coordinate subject matter experts to generate content for detailed guides that support effective land management practices.
- Lead planning and implementation of trainings on invasive plant management for young adults participating in local conservation corps.
- Assist the conservation team with analysis and reporting for projects as needed.

Additional duties include:

- Preparing outreach materials for print, web, and social media
- Preparing educational materials for land managers
- Managing program paperwork and assisting with administrative record-keeping
- Helping organize and coordinate Cal-IPC's annual Symposium, a 300-person conference, and other web-based and in-person events
- Other duties as needed

Qualifications:

Though this is primarily a home/remote office job, it requires field experience, an understanding of natural resource management (including invasive plant control), and strong interpersonal skills. Applicant should have a working knowledge of California's flora and weed control techniques, including both herbicide application and non-chemical approaches.

The following are important skills for this position:

- Proven project management skills, with ability to track multiple projects and deadlines
- Enthusiasm and interpersonal skills for coordinating groups of collaborators
- Strong professional communication and writing skills
- Self-starter with resourcefulness to work independently
- Committed to strengthening equity, diversity, and inclusion in conservation
- Strong analytical skills and problem-solving ability
- Proficient with MS Office applications, Google applications, and Zoom

To Apply:

Submit resume and cover letter to info@cal-ipc.org. Deadline is September 5, 2022, or until job filled. Must be a current resident of California (i.e. spend more than nine months of the year in California) to apply.

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

The nonprofit 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.