



## **Conservation Program Manager**

### **California Invasive Plant Council**

### **Berkeley, CA**

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The California Invasive Plant Council (Cal-IPC) seeks a dynamic and versatile professional to join our program staff. Cal-IPC is a small nonprofit organization with an active board of directors and a statewide membership. We are a leader in the land management community working to protect California's environment and economy from invasive plants. More at [www.cal-ipc.org](http://www.cal-ipc.org).

- Salary:** \$55,000-\$65,000 FTE, commensurate with experience
- Benefits:** Health, Dental, Vision, Sec. 125 Flexible Spending Account, 403(b) retirement account with employer match
- Type:** Full-time, Exempt, At-will
- Education:** Bachelor's degree in ecology, botany, wildlife biology, natural resource management, or other conservation-related field (Master's preferred)
- Experience:** 2+ years in land management or related field
- Location:** Great office in Berkeley, CA (some telecommuting may be considered)
- Reports to:** Executive Director
- Supervises:** None
- Travel:** Occasional travel required in California
- Hours:** 40-hour work week, with occasional weekend work

#### **Position Purpose:**

The Conservation Program Manager will plan and implement projects focused on invasive plant management, with project types including: regional mapping and treatment plans; land manager trainings; risk assessment for Cal-IPC's invasive plant inventory; and outreach to restoration volunteers.

#### **Duties:**

Cal-IPC is active in a wide range of work areas and all staff members are called upon to manage diverse responsibilities. Primary program areas of work for this position may include:

- Working with regional partners to develop, implement and track high-priority invasive plant management projects
- Maintaining Cal-IPC's Invasive Plant Inventory by leveraging a technical advisory committee
- Organizing technical trainings for land managers, conservation corpsmembers, and restoration volunteers

- Coordinating local experts to conduct habitat vulnerability assessments (e.g. for Sierra Nevada meadows or San Francisco Bay marshes)
- Preparing Best Management Practices manuals for land managers
- Helping organize Cal-IPC's annual Symposium, a 300-person conference

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

- Grant writing, fundraising and promoting Cal-IPC's fee-for-service capabilities
- Giving presentations at conferences and meetings
- Contributing to our newsletter, website and social media
- Participating in strategic planning
- Responding to a range of inquiries by phone and email
- Other tasks as needed

**Qualifications:**

Though this is an “office job” it requires field experience in natural resource management, including invasive plant control. We prefer an individual with an advanced degree in ecology, botany, wildlife biology, natural resource management, or related field. Experience with project management is critical, with experience working in the nonprofit sector, including successful grant writing, especially useful. Knowledge of California flora strongly desired. Possession of a DPR Qualified Applicator's Certificate or License a plus.

The following are important skills for this position:

- Excellent project management skills, with ability to track multiple projects and deadlines
- Ability to work independently and as a team member
- Professional and engaging manner in working with coworkers, board of directors, diverse partners, media, donors and the public
- Flexibility to work on a variety of tasks, including administrative tasks, and on weekends when needed
- Strong written and verbal communication skills
- Strong analytical skills and problem-solving ability
- Strong computer skills, including basic GIS skills
- Attention to detail and highly organized

**To Apply:**

Submit resume and cover letter to [info@cal-ipc.org](mailto:info@cal-ipc.org) by Aug. 15, 2016.

Cal-IPC is an equal opportunity employer.