

RANCHO SANTA ANA BOTANIC GARDEN

1500 North College Avenue, Claremont, CA 91711-3157 · Phone 909-625-8767 · Fax 909626-7670
www.rsabg.org

TITLE: Seeds of Success Intern
DEPARTMENT: Conservation
STATUS: Full Time Hourly, 7 Month Seasonal Position
REPORTS TO: Director of Conservation Programs and Seeds of Success Coordinator

Position Overview:

Assists the Director of Conservation Programs and the Seeds of Success Coordinator in execution of field research for the Bureau of Land Management's (BLM) Seeds of Success Program (SOS). SOS is a program coordinated by the BLM to support seed collections from native plant populations to conserve and develop native plant materials for stabilizing, rehabilitating and restoring lands in the United States. Duties include assisting in the field to collect seeds, conduct surveys, collect and process plant specimens, plant identification, data collection, preparation of field forms and reports, and data entry and labeling of field collections. Assists with various aspects of operations in the conservation program, including preparation of plant specimens for inclusion in herbarium, data entry for specimen label database, rare plant surveys and other duties as necessary.

Duties and Responsibilities:

- Under cooperative agreements between RSABG and BLM, assists in the execution of the annual program of work for developing Native Plant Materials on BLM lands.
- Works in association with other conservation staff, and with personnel from other institutions. Participates in conservation projects between RSABG and other government agencies or private contractors, including general botanical surveys, rare plant inventory, seed collection, monitoring field projects, and restoration.
- Assists with organization of equipment, and supplies.
- Participates in associated data entry and mapping for field projects. Assists in preparation of reports and other documents for field collections and contract projects for submission to government agencies and contractors.
- Identifies field collections, enters specimen data, and generates specimen labels using interactive computer-based system.
- Coordinates and assists with other conservation projects as directed.
- Coordinates with staff to assist in supervising volunteers and summer interns.
- Other duties as assigned.

Qualifications:

- Coursework towards a degree in the biological sciences required; Bachelor of Science in botany, biology, or equivalent environmental science preferred.
- Ability to work successfully with others, and work independently with minimal supervision is critical.
- Strong writing and verbal skills, the ability to type, and computer skills (word processing, databases, and simple graphics) are essential.
- Ability to use GPS equipment and read/navigate with topographic maps.
- A working knowledge of basic taxonomic principles and characteristics of major plant families and California flora desired.
- Valid driver's license.

Physical demands

- Ability to conduct fieldwork under a variety of environmental conditions is required. The majority of field work will take place on the BLM's California Desert District.

- Must have physical strength and endurance sufficient to carry field equipment and supplies and hike over steep, and rugged terrain. Work may include bending and squatting on uneven terrain for extended periods of time.

Qualified candidates please send cover letter and resume via email to:

Rancho Santa Ana Botanic Garden

Attention: Naomi Fraga

Director of Conservation Programs

nfraga@rsabg.org

1500 N College Avenue, Claremont, CA 91711

Fax to (909) 626-3489

*Volunteering is a wonderful way to explore the many facets of Rancho Santa Ana Botanic Garden.
Visit the "Become a Volunteer" page on our website to learn more about opportunities.*

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