

## CALIFORNIA BOTANIC GARDEN

1500 North College Avenue, Claremont, CA 91711-3157 · Phone 909-625-8767 · Fax 909-626-7670  
www.calbg.org

**TITLE:** Seed Conservation Intern  
**DEPARTMENT:** Conservation  
**STATUS:** Full-time Hourly, Seasonal Position  
**REPORTS TO:** Director of Conservation Programs  
**SCHEDULE:** Four 10-hour days/week

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### **Position Overview:**

Assist the Director of Conservation Programs and the Seed Conservation Program Manager in execution of field research and seed collecting activities for California Botanic Garden's (CalBG) Conservation Program. Project activities will include a diverse program of work that includes assisting with: California Plant Rescue (CaPR) rare plant seed banking, Seed LA restoration seed collections, the Bureau of Land Management's (BLM) Seeds of Success Program (SOS), rare plant monitoring, botanical surveys, and California Seed Bank curatorial duties. CaPR is a collaborative project to secure the future of California's native flora by collecting seeds of California native plant species for long term preservation in secure regional seed banks (ex-situ conservation), Seed LA is a regional effort to make locally appropriate regional native plant materials more broadly available in the greater Los Angeles region, and 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 scout populations, collect seed, conduct surveys, collect and process plant specimens, plant identification, data collection, preparation of field forms and reports, data entry and labeling of field collections, seed processing, seed testing, and preparation of seeds for storage.

### **Duties and Responsibilities:**

- Under cooperative agreements between CalBG, BLM, the Center for Plant Conservation, the US Forest Service, and other agencies, the seed conservation intern will assist in the execution of the annual program of work for seed conservation, collecting, and developing regional Native Plant Materials on BLM lands and the greater Los Angeles region.
- Participates in conservation projects between CalBG and other government agencies or private contractors, including seed collecting, seed bulking, seed processing, general botanical surveys, rare plant inventory, monitoring field projects, and restoration projects.
- Participates in field collecting and research activities in association with field studies, the seed conservation program, and with personnel from other institutions.
- 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 seed bank curatorial 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 and a clean driving record.

### **Physical demands**

- Ability to conduct fieldwork under a variety of environmental conditions (heat, cold, rain, wind etc.) 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.

### **Other Conditions**

- Ability and willingness to camp in primitive, backcountry conditions.
- Willingness to participate in overnight, multi-day trips.

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

California Botanic Garden  
**Attention: Cheryl Birker**  
Seed Conservation Program Manager  
cbirker@calbg.org  
1500 N College Avenue, Claremont, CA 91711

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