



## Job Announcement Education and Community Science Project Manager

### **About CNPS (California Native Plant Society)**

The California Native Plant Society (CNPS) is a statewide non-profit conservation organization ([www.cnps.org](http://www.cnps.org)) founded in 1965, with more than 13,000 members in 35 chapters across California and Baja California Norte, Mexico. The mission of CNPS is to protect California's native plants and their natural habitats, today and into the future, through science, education, stewardship, gardening, and advocacy. Native plants are the foundation of California's globally significant biodiversity. CNPS is meeting this critical moment for biodiversity and climate action by supporting and catalyzing statewide efforts to conserve public lands, save sensitive species and habitats, and create thriving native plant habitats in our urban spaces and wildlands.

### **Our Commitment to Diversity, Equity, Inclusion, and Justice**

At California Native Plant Society, we have a responsibility to address both structural and cultural barriers to experiencing nature and participating in the native plant community. We do so by integrating the values of Diversity, Equity, Inclusion, and Justice (DEIJ) into every facet of our organization and our work. These values inform who we are and how we operate as volunteers, staff, and partners. To learn more about our vision for DEIJ, we welcome you to read our public facing statement and resources [here](#).

### **Education & Community Science Program**

California Native Plant Society (CNPS) believes that education is central to fostering lifelong emotional and intellectual connections between people and California native plants. Through its Education program, CNPS seeks to provide a life-stage continuum of educational experiences for people of all backgrounds through accessible, inclusive, and relevant programming.

### **Job Summary**

The Education and Community Science Project Manager leads the planning, implementation, and evaluation of education and community science initiatives that support CNPS campaigns. This role connects people of all backgrounds meaningfully with California native plants through inclusive, engaging programming. A key responsibility of this position is to serve as the strategic lead for CNPS's flagship *Biodiversity in Urban Gardens (BUG)* project. The Project Manager will collaborate across programs to develop and deliver inclusive and impactful programming for youth, educators, and communities. This role also contributes to strategic planning, resource development, and professional education aligned with CNPS's mission and values.

## **What You'll Do**

### **Project Management and Engagement (60%)**

- Serve as the project lead for the *Biodiversity in Urban Gardens (BUG)* project, CNPS's flagship community science and education initiative.
- Independently manage project timelines, budgets, and deliverables with guidance from the Education & Community Science Manager.
- Communicate effectively with partners to ensure clarity of roles and responsibilities, and adherence to contracts and MOUs.
- Coordinate with CNPS Public Affairs colleagues on project-related outreach, promotion, and educational resources.
- Co-design and facilitate community science events and training resources in collaboration with CNPS chapters and community organizations.
- Lead outreach and engagement with middle and high school educators, including the development of lesson plans and classroom-ready materials.
- Evaluate program outcomes and recommend improvements to enhance impact, accessibility, and alignment with CNPS strategic goals.
- Collaborate with and provide mentorship to the Community Science Coordinator.

### **Educational Resource Development and Deployment (40%)**

- Partner with CNPS chapters; the CNPS Diversity, Equity, Inclusion, and Justice (DEIJ) Committee; and external consultants to create, improve, and share educational resources and trainings designed to enhance chapter and volunteer capacities for inclusive youth and community engagement.
- Collaborate with CNPS staff and volunteers to develop best practices and resources for engaging with youth, college students, young professionals, and the public.
- Support planning and programming for the CNPS tri-annual conference, with an emphasis on educational programming and community-building events that advance CNPS campaigns.
- Support strategic planning and contribute to cross-program collaboration across programs (e.g. horticulture, conservation, plant sciences, etc.) to align education and community engagement initiatives with CNPS campaigns.
- Support professional education, horticulture, and stewardship programming, including the development of online courses and training materials.

## **Physical Requirements**

This position involves prolonged periods of sitting and frequent use of a computer and mouse. It may also require participation in field trips, including walking on uneven trails with variable grades. Additionally, this role occasionally includes transporting equipment and materials between the CNPS office and educational programming locations in other areas of California by car. These physical requirements are representative of tasks commonly associated with the position. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

### **Location**

This is a hybrid position based in Sacramento, CA. Candidates must reside within approximately 100 miles of Sacramento to support in-person collaboration. Monthly in-person meetings at the Sacramento office are required. Semi-regular travel to the South Bay Area will also be required for programming and partner collaboration. Most daily work can be performed either remotely (from a home office) or onsite from the CNPS Sacramento office.

### **Additional Information**

- Standard work hours are Monday through Friday 8:30 AM to 5:00 PM, with some flexibility.
- Candidates must have access to a reliable internet connection and a dedicated workspace for focused, computer-based work.
- Periodic travel within California is required. (Work travel is reimbursed.)
- Some evening and weekend work will be necessary.

### **Who You Are**

- **Project Management Expertise:** At least 4 years of professional experience in project management, with a proven ability to independently manage complex projects, coordinate cross-functional teams, and deliver results on time and within budget.
- **Education & Community Science Experience:** 6 - 8 years of experience in formal or informal education or community science (excluding college coursework), with a strong focus on nature-based learning.
- **Strategic Contributor:** Experience supporting strategic planning and/or campaign development.
- **Inclusive Educator:** Skilled in engaging diverse audiences, including youth and adults, and experienced in inclusive science communication and facilitation.
- **Mentor & Collaborator:** Experience mentoring volunteers, interns, or junior staff, or supporting capacity-building in community-based organizations.
- **Subject Matter Knowledge:** Background in education, community science, horticulture, plant or biological sciences, or related fields.
- **Mission-Driven:** Passionate about connecting people to plants and the natural world through education.
- **Tech-Savvy:** Comfortable using tools like Microsoft Office, Zoom, and project management platforms (e.g., Microsoft Planner/Project, Asana, etc.).
- **Calm Under Pressure:** Able to stay organized and focused under tight deadlines in a dynamic work environment.
- **Values-Aligned:** Committed to CNPS's values of interdependence, stewardship, partnership, and scientific integrity.

- **Equity-Focused:** Dedicated to advancing equity and inclusion and removing barriers to nature education.

### Education

- A bachelor's degree in a related field of study is required.

### Nice to Have

While CNPS recognizes that not every individual will exhibit all these characteristics, the successful candidate will possess at least one – and ideally more than one – of the following:

- Master's degree or teaching credential in a related field.
- Certification in project management (e.g., PMP, CAPM, etc.).
- Fluency in Spanish or other widely spoken California languages.
- Familiarity with CNPS, California native plants, or plant communities.
- Experience designing online courses and educational content.
- Background in research design in the natural or social sciences.

### What You'll Get

- **Compensation:** Starting annual compensation between \$76,876 - \$82,845.
  - Reflecting CNPS's commitment to competitive, fair, and transparent compensation, we publish the full potential starting pay ranges for new hires and do not negotiate hiring bonuses.
- **Performance Based Compensation Increases:** Employees may receive up to a 3.8% performance-based annual rate increase.
- **Health Insurance:** 100% coverage of employee premiums for health (Kaiser or Anthem), life, dental, and vision insurance.
- **Retirement Plan:** 401(k) plan with up to 6% matching contributions, available immediately upon employment.
- **Flexible Spending Accounts:** Options for a Flexible Spending Account (FSA), Health Savings Account (HSA), Dependent Care Account (DCA), and Transportation Savings Account (TSA).
- **Paid Leave:** 13 holidays, 12 sick/wellness days, and 15 vacation days.
- **Parental Leave:** 12 weeks of paid parental leave, after one year of employment.
- **Work-from-Home Support:** CNPS-issued laptop, a \$750 home office stipend and a \$60/month telework stipend.
- **Employee Assistance Program (EAP):** Comprehensive support for employees and their families.
- **Professional Development:** Annual budget of \$500 and 32 hours for professional development opportunities.
- **Team Building:** Attendance at two annual staff team building and training events.
- **Membership:** Complimentary CNPS Society membership.

- **Bragging Rights:** "Superhero to the Planet" status for your contributions to conservation.

### **To Apply**

To apply, please submit both a cover letter and resume through the [online application portal](#). Be sure to include all relevant professional and personal experiences that align with the position.

As part of the application process, you will be asked to answer several questions designed to help us better understand your skills and experience. At CNPS, we use anonymized screening techniques, which redact identifying information from resumes and cover letters during the initial stages of review. Therefore, your responses to the application questions are especially critical. Please provide thorough answers, even if the information is included in your resume or online profiles. We are targeting a start date of October 27, 2025.

For more details about our hiring process, you can review additional information from the application page.

**Applications will be accepted until September 14, 2025.**

### **Equal Opportunity Policy**

CNPS's policy is to afford equal employment opportunity to all persons, regardless of age, ancestry, color, disability, gender, gender expression, gender identity, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religion, sex, and sexual orientation. This policy demonstrates CNPS's commitment to creating a diverse and inclusive environment that values different perspectives and fosters belonging. To better understand the demographic profile of applicants, CNPS requests candidates to fill out the volunteer questionnaire that is part of the application form. Your responses will remain confidential, anonymized, and not shared with the hiring committee. We are committed to building a workplace where employees of all identities feel they belong and are valued for their unique contributions.