



# INLAND EMPIRE

## RESOURCE CONSERVATION DISTRICT

### Job Announcement: Seasonal Botany Technician

#### **POSITION DESCRIPTION:**

The Inland Empire Resource Conservation District (IERCD) is seeking two Seasonal Botany Technician positions to support IERCD's Forestry Programs. The Seasonal Botany Technician position is a temporary non-exempt role with the Inland Empire Resource Conservation District, responsible for assisting partner botany staff at the San Bernardino National Forest (SBNF) with design, facilitation, and documentation of vegetation surveys. Typical tasks include data collection and management, map creation, coordination with SBNF botany staff, and contributing to reporting. This position will be based out of the SBNF – Mountaintop District and support planning and survey needs in the surrounding area. The Seasonal Botany Technician is an IERCD employee and part of the District's Forestry Team, directly reporting to the Conservation Programs Manager. Daily and weekly scheduling and project direction will be provided by the San Bernardino National Forest (SBNF) Mountaintop District Botanist. The term of this position is expected to run mid-April through late August 2026.



#### **ABOUT THE IERCD:**

The Inland Empire Resource Conservation District (IERCD) is a local public agency, headquartered in the City of Redlands and providing conservation, wildland restoration, sustainable agriculture, forestry and fire prevention, and education programming to residents in southwestern San Bernardino and northwestern Riverside counties. Governed by a seven-member board of directors appointed by the County of San Bernardino Board of Supervisors in coordination with the Riverside County Board of Supervisors, the IERCD covers nearly 1,300 square miles of service area within which a range of biological features and cultural landmarks exist. A team of biological, educational, project management, and administrative staff work to carry out the District's vision, both through IERCD-focused projects and in collaborating with a variety of federal, state, and local partners and individuals. For more information visit [www.iercd.org](http://www.iercd.org)

## **DUTIES AND RESPONSIBILITIES**

- Assist the San Bernardino National Forest District Botanist in performing rare vegetation surveys across multiple projects
  - Use Global Positioning System and Geographic Information Systems equipment as part of field work to accurately collect, process, and enter field data
  - Complete daily and monthly photo documentation and reporting in support of position requirements
  - Be available to work outside of traditional office hours, including weekends as demanded by job duties.
  - Perform other related duties as requested by daily supervisor.
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## **POSITION REQUIREMENTS:**

- Ability to lift a minimum of 50 lbs, hike in varying elevations, and perform physical tasks required for this position with durations lasting as long as ten hours under all weather extremes including extreme hot, cold, wet, or dry conditions.
- Some knowledge of native vegetation in the San Bernardino Mountains.
- Ability to carry out tasks efficiently with little oversight in the field.
- Ability to understand and implement established data collection, inventory, assessment, and monitoring protocols.
- Possession of a current California driver's license and auto insurance, as well as reliable transportation.

## **EDUCATION/EXPERIENCE REQUIREMENTS:**

A high school diploma or equivalent required; previous experience with field data collection or restoration activities is preferred.

## **COMPENSATION:**

The Seasonal Botany Technician position is a temporary, full-time, non-exempt position. The compensation for this position is \$23/hour

## **BENEFITS:**

- 24 hours/year accrued sick leave available for use on or after the 90<sup>th</sup> day of employment.
- \$50/month cell stipend
- Personal Protective Equipment allowance

### **HOW TO APPLY**

To apply, please submit your resume, cover letter, and contact information for two professional references with "Seasonal Botany Technician" in the subject line to:

Valerie Velazquez, Administrative Assistant: [vvelazquez@iercd.org](mailto:vvelazquez@iercd.org)

**Position is open until filled. To be considered in the first round of application screening please submit by April 1<sup>st</sup> 2026**