



Seed Bank Field Supervisor

Join Us in Protecting the Mojave Desert

The Mojave Desert Land Trust (MDLT) is a dynamic nonprofit organization dedicated to protecting the Mojave and Colorado Desert ecosystems. Since 2006, we've secured permanent protection for over 125,000 acres, and we're tackling the urgent environmental challenges of today with bold action.

We're seeking a dedicated and experienced Field Supervisor to lead our on-the-ground efforts to protect desert plant diversity through seed collection and conservation. This is a hands-on supervisory role ideal for someone who thrives in the outdoors, values teamwork, and is passionate about native plants and habitat preservation.

If you're an experienced field professional who leads with purpose, thrives outdoors, and is ready to make a lasting impact, we'd love to hear from you!

Why Work With Us?

At MDLT, we're a passionate, mission-driven team committed to protecting the desert – and to supporting one another. We believe that a diverse, inclusive workplace leads to stronger ideas and better outcomes. If you're looking to make a real impact in conservation and thrive in a collaborative, supportive environment, this is the place for you.

About the Role

Reporting directly to the Plant Conservation Program Manager, the Field Supervisor plays a key role in MDLT's plant conservation efforts, overseeing the daily operations of seed collection and fieldwork across the Mojave and Colorado Deserts. This position combines technical expertise with team management, guiding staff and volunteers through scouting, collecting, and processing native seeds. The Field Supervisor is responsible for planning field activities, ensuring safety and protocol adherence, and maintaining high standards for data collection and reporting. This is a hands-on role that requires frequent travel, overnight camping, and close collaboration with internal teams and external partners to advance the goals of the Mojave Desert Seed Bank.

Key Responsibilities

- Coordinates, supervises, and conducts fieldwork in support of the Mojave Desert Seed Bank, including frequent overnight camping during the spring and summer.
- Supervises the day-to-day activities of staff to ensure goals and deadlines are met; assigns tasks, monitors performance, and provides guidance and support.
- Provides onboarding, technical training, and ongoing development opportunities for staff and volunteers.
- Enforces field safety standards and ensures compliance with MDLT seed collection and processing protocols.
- Works with the Collections Manager and Plant Conservation Program Manager to develop work plans and schedule field activities.
- Monitors plant populations and weather events to help establish collection priorities and targets.

- Prepares digital data collection forms, conducts QA/QC, and manages spatial data using ArcGIS Online and Field Maps.
- Prepares maps, figures, and summary statistics for internal and external reporting.
- Coordinates and secures permissions for seed collection on non-MDLT lands, including developing MOUs and reporting outcomes.
- Assists with equipment maintenance, procurement, and field supply management.
- Collaborates with staff, partners, contractors, and consultants to manage workloads and solve field-based challenges.
- Supports Communications & Public Engagement staff with outreach materials, volunteer training, and educational content.
- Assists in the nursery and with annual plant sales, as needed.
- Represents MDLT at events and meetings.

Qualifications & Skills

Required:

- Two to five years of work experience in a botanical garden, seed bank, natural resources department, or similar field.
- Minimum of one year of fieldwork experience in seed collection, plant or wildlife monitoring, invasive species removal, or similar field work experience.
- Minimum of one year of experience in a lead or coordinator role; supervisory experience preferred.
- Strong understanding of California native plant taxonomy and identification.
- Bachelor's degree in botany, environmental science, horticulture, or a related field — or equivalent combination of education and/or experience.
- Proficiency with Microsoft Office Suite and ArcGIS (ArcGIS Online and Field Maps platforms).
- Valid California Class C Driver's License, maintained in good standing.

Knowledge, Skills, and Abilities

The following are representative examples of the KSA's necessary to perform the essential duties of the position.

- Understanding of basic seed bank operations, including methods of seed collection and processing.
- Understanding of Cal/OSHA workplace safety requirements.
- Ability to prioritize competing short-term and long-term projects and tasks.
- Ability to keep and maintain detailed records.
- Expertise in California native plant taxonomy and identification.
- Attention to detail and ability to carefully manage large datasets, mitigating against inaccuracies from multiple sources.
- Strong leadership skills with demonstrated effectiveness in working collaboratively, developing and maintaining partnerships, leading volunteer activities, and professionally representing MDLT.
- Ability to work efficiently and effectively with minimal supervision and able to appropriately use initiative to meet project goals; having the maturity and discretion to seek advice and policy guidance when needed and appropriate.
- Ability to structure time effectively, delegate appropriately, and meet deadlines.
- Excellent communication skills—both written and oral; able to communicate effectively with both internal and external partners and prepare succinct and cogent reports and plans.
- Excellent judgement with respect to maintaining a safe work environment, especially safety in the field.

- Treats personnel, land, natural resources, and equipment with care and respect.
- Strong understanding of the specific job functions being supervised.
- Ability to model best practices and step in to assist with hands-on tasks if needed.
- Proven ability to delegate tasks, provide constructive feedback, and resolve interpersonal conflicts.
- Experience coordinating schedules, reporting progress, and communicating between staff and upper management.
- Experience adhering to and enforcing organizational policies, safety procedures, and standards of conduct.

Physical and Mental Demands

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA):

- Possess the ability to frequently carry, push, pull, reach, and lift objects up to 50 pounds.
- Frequently stoops, kneels, crouches, crawls, and climbs while completing essential functions of the job.
- Hearing and vision within normal ranges with or without correction.
- Visual acuity, manual dexterity, and attention to detail sufficient to clean seeds proficiently and adjust sensitive lab equipment. Ability to spend long periods of time in the laboratory performing complex protocols. Ability to take careful notes.
- Be physically active for long periods without getting tired or out of breath. Ability to hike and scramble on uneven terrain.
- Ability to use digital navigation and mapping tools.
- Ability to work in inclement weather including heat, cold, rain and wind.
- Uses pesticides, fertilizers, and other chemicals substances.
- Regularly required to operate MDLT vehicles.
- Work in an office and lab environment with exposure to dust, dirt, and hazardous materials.
- Work at a desk for extended periods of time. Stand, walk, and sit for extended periods.
- Communicate orally with MDLT management, co-workers, volunteers, vendors, and the public in face-to-face, one-on-one and group settings. Regularly use the telephone for communications.
- Represent MDLT regionally to private landowners, public agencies, Tribal partners, and other conservation organizations while conducting MDLT activities.
- Ability to use office equipment such as computer, keyboard, and copiers. Ability to look at computer monitors for extended periods of time.
- Read and interpret complex data, information, and documents; analyze and devise creative solutions to problems; perform complex work under changing, intensive deadlines, on multiple concurrent tasks.

Compensation & Benefits

Pay will be based on experience and qualifications, ranging from \$25.22 – 27.56 per hour. We also offer an excellent benefit package including:

- Medical, Dental and Vision Insurance Benefits
 - 401(k) Retirement Savings Plan with a generous company match
 - Generous paid time off – extensive vacation, holidays, personal time, and sick time - (additional paid Winter Break between Christmas Eve and New Year’s Day)
 - Cell Phone Stipend
 - Flexible Savings Account (FSA) Pre-tax savings for medical expenses not covered by insurance
 - Dependent Care Savings Account Pre-tax savings for childcare services
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Location & Work Environment

This is a Regular Full-Time in person position normally scheduled to work a 9/80 work schedule based at MDLT headquarters in Joshua Tree, CA. This schedule allows employees to work a total of 80 hours over a two-week period, but with an extended weekend every other week. There will be some flex scheduling for occasional weekend and evening work. Frequent overnight primitive camping is required during the spring and summer months of the year to conduct seed scouting and collecting activities. The incumbent in this position should expect to be in the field 20-30 weeks in a year, with at least one night of overnight camping per week. Travel throughout the MDLT service area (using MDLT vehicles) in the Mojave and Colorado deserts is required.

How to Apply

Please email Raechel McClellan, Operations Coordinator, at Raechel@mdlt.org, along with:

- A thoughtful cover letter addressing your reasons for interest and how your experience prepares you for this position.
- A current resume.
- Three professional references (two must be current or former supervisors) with telephone and email contact information.

Applications will be reviewed continuously until the position is filled. References will not be contacted without your prior knowledge.