



## Intervale Center Employment Opportunity Seed Coordinator

### Summary of Position:

The Seed Coordinator is an essential role responsible for high-quality native tree and shrub seeds for direct seeding in restoration projects and for propagation by native tree nurseries. As a member of the Intervale Conservation Nursery (ICN) staff, the Seed Coordinator works with Vermont Fish and Wildlife Service (VFWS), ICN, NorthWoods Center, and other conservation and tree nursery partners statewide to forecast needs for bulk seed supply and high-quality native trees and shrub production for restoration and conservation projects. This position reports to the ICN Manager.

The Seed Coordinator is responsible for native tree and shrub conservation seed monitoring and collection **statewide**. Primary responsibilities include coordination and training of crews to support direct seeding projects and nursery propagation operations in Vermont. As a member of the ICN staff, this position will require a 100%-time commitment to coordinating outreach and networking with partners for seed collection, processing, distribution, and storage and for training their crews in seed monitoring, collection, and processing.

### Roles and Responsibilities:

- Scouting, monitoring, documentation, and mapping data for seed and cutting collection locations and conditions.
- Distribution of seeds for tree production and for bulk seed supply needs.
- Coordinating and conducting seed collection and distribution in collaboration with ICN, VFWS, NorthWoods Center, and other conservation and nursery partners.
- Train and deploy crews to conduct seed monitoring and collection statewide.
- Develop and implement record keeping spatial data management of collection sites and for documentation of dates, quantities, and condition of seed sources.
- Develop germination protocols and coordinate germination testing.
- Coordinate seed processing, handling, and storage with ICN, VFWS, NorthWoods Center, and other partners.
- Bulk seed processing of VFWS seed.
- Manage landowner permissions and other stakeholder relationships.
- VFWS partnership coordination.

### Qualifications:

- A Bachelor's degree and a minimum of three years of professional experience in forestry, conservation, plant biology, watershed restoration and/or agricultural resource management.

- Strong plant identification skills and knowledge of Vermont and northeast native tree and shrub species and natural communities and ecosystems.
- A strong foundational understanding of native tree propagation, seed propagation, and seed conservation, including seed harvest protocols and procedures, post-harvest handling, seed processing and storage, and management of local seed genetics.
- Ability to track seed collection sites, monitor seed conditions, and keep excellent documentation.
- Excellent time management and strong sense of pace and urgency associated with task completion.
- Strong communication skills, positive attitude, and desire to train and support seed monitoring and collection crew members.
- Ability to quickly learn and adopt new concepts and techniques to provide leadership and training in tree identification, seed monitoring and collection, and seed processing.
- Ability and desire to work as part of a team.
- Strong work ethic and excellent attention to detail.
- Ability to walk distances in varied terrains, in various weather conditions, and to do physical work for 8 hours.
- Previous experience with project coordination/management and demonstrated ability to manage complex projects involving multiple partners.
- Proficiency in Microsoft Office applications.
- Proficiency in ArcGIS spatial data management and GPS mapping.
- A clean driving record is required for insurance purposes. An imperfect driving record does not automatically disqualify a candidate.
- Ability to drive frequently statewide.

This is a full-time (40 hours per week), year-round position. Compensation will be \$22.00 to \$26.00 per hour depending on experience. This position will include a mix of remote and in-person work and frequent travel in Vermont. A comprehensive benefit package is included.

Intervale Center is an Equal Opportunity Employer that values diversity of experience, background, and perspective to enrich our work. Applications by members of all underrepresented groups are encouraged. To apply, please send a letter of interest and resume to [lynda@intervale.org](mailto:lynda@intervale.org) by September 14, 2022.