



## Seed Bank Field Coordinator/Lead

### 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 skilled and motivated Field Coordinator/Lead to support our seed collection and conservation efforts across the Mojave and Colorado Deserts. This is a hands-on role ideal for someone who thrives in the field, values collaboration, and is passionate about protecting native plants and desert ecosystems.

If you're a field professional who takes initiative, enjoys working with others, thrives outdoors, and is ready to make a lasting impact, we'd love to hear from you!

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### 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.

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### About the Role

Reporting to the Plant Conservation Program Manager, the Field Coordinator/Lead plays an essential role in MDLT's seed banking efforts by coordinating and conducting day-to-day field activities throughout the Mojave and Colorado Deserts. This is a working lead position that combines technical fieldwork with informal oversight, providing guidance and support to Seed Bank Technicians and volunteers. The Field Coordinator/Lead helps plan and implement seed scouting and collection trips, ensures adherence to MDLT protocols and safety standards, and serves as the primary point of contact in the field. The role involves regular data collection and mapping, collaboration with internal teams and external partners, and frequent overnight primitive camping during the spring and summer field season.

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### Key Responsibilities

- Coordinates, supervises, and conducts fieldwork in support of the Mojave Desert Seed Bank, including frequent overnight trips during peak collection seasons.
- Works collaboratively with the Collections Manager and Plant Conservation Program Manager to plan and implement field activities.
- Serves as the primary point of contact in the field and provides informal oversight to Seed Bank Technicians and volunteers.
- Trains staff and volunteers in seed collection, herbarium voucher preparation, and related field procedures.
- Develops work plans to guide efficient, safe, and productive field operations.
- Enforces field safety standards and ensures compliance with MDLT seed collection and processing protocols.

- Monitors plant populations and weather events to inform collection priorities and scheduling.
- Prepares digital data collection forms, implements QA/QC protocols, and manages program data.
- Manages spatial data, creates maps, and conducts basic spatial analyses using ArcGIS Online and Field Maps.
- Prepares summary statistics, maps, and figures for internal and external reports.
- Coordinates and secures permissions for seed collection on non-MDLT lands, including developing MOUs and tracking outcomes.
- Assists with equipment and supply management, including maintenance, inspection, and procurement.
- Collaborates with internal departments and external partners, contractors, and consultants to manage workload effectively.
- Supports the development of seed harvesting methods and processing protocols in collaboration with program leadership.
- Works with the Communications & Public Engagement team to provide content for outreach, education, and volunteer training.
- Assists in the nursery and with annual plant sales as needed.
- Represents MDLT at meetings and public events.

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## **Qualifications & Skills**

### **Required:**

- Minimum of one year of work experience in a botanical garden, seed bank, natural resources department or similar field.
- Experience doing field work—seed collection, plant or wildlife monitoring, invasive species removal, or similar work.
- Strong understanding of California native plant taxonomy and identification.
- Preference will be given to candidates who have held leadership roles.
- 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.

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## **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.

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## **Compensation & Benefits**

Pay will be based on experience and qualifications, ranging from \$23.08 – 25.22 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.

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### **How to Apply**

Please email Raechel McClellan, Operations Coordinator, at [Raechel@mdlt.org](mailto: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.