National Tropical Botanical Garden
Administration Assistant, Plant Recorder - Conservation
Restoration Project Manager – Limahuli Gardens

Administrative Assistant – Conservation Department

The Conservation Department of the National Tropical Botanical Garden is seeking an Administrative Assistant to aid the Director of Conservation and staff with office management, record-keeping and secretarial duties. The position requires a bachelor degree and at least three years of related experience and/or training; or an equivalent combination of education and experience. Key duties will include grant and project record-keeping, management of office functions of the Conservation and Horticulture Center, and assistance to the financial accounting and development staff, including management of employee work records and tracking of grant report deadlines, regulatory matters and other requirements. Candidate must have facility with Word and Excel. Knowledge of other relevant software, including Access and Powerpoint, is desirable.

Plant Recorder – Conservation Department

A second position in the Conservation Department is open, for a Plant Recorder. This person develops and maintains the comprehensive data records concerning NTBG’s living collections. Tagging and mapping these collections, maintaining inventories of plant accessions and nursery production, caring for the seed collections, and working closely with staff, researchers, and volunteers are key elements in this position. A bachelor degree is required, with at least one year of experience in garden or restoration project record keeping. Candidate must have facility with database management software such as Access and basic knowledge of botanical nomenclature and classification.

Restoration Project Manager – Limahuli Gardens

A third Conservation Department position is jointly offered with Limahuli Gardens and Preserve. The Restoration Project Manager must be able to plan and implement restoration projects based on needs of Limahuli Preserve and current grants, both in the Lower and Upper Limahuli Valley. The RPM works closely with the Restoration Ecologist to assure field work is completed according to conservation priorities and ecological principles, and within regulatory guidelines and grant timelines. Candidate must have the ability to understand and foresee the future direction and long term effects of the restoration work being conducted and must be up-to-date with the newest techniques for forest restoration and nursery propagation. The RPM plans and oversees community, school, and conservation group involvement for the restoration projects. Educational requirements are a bachelor degree and at least three years of gardening or ecological restoration experience, preferably with native Hawaiian plants. Experience in natural and cultural resource interpretation is essential.

Applications due by July 12, 2005: Complete application (weekdays 8am – 4:30pm) or send resumes at the National Tropical Botanical Garden, Headquarters, Attention: Shantell Lau 3530 Papalina Road, Kalaheo, HI 96741. Phone: (808) 332-7324, ext. 229 Fax: (808) 332-9765 or email at slau@ntbg.org.

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