



Seeking Watershed Projects Assistant

The Organization:

Are you interested in helping to protect fish and wildlife? Would you enjoy working with a small team of energetic scientists, professional educators and restoration staff? If you answered yes to these questions, Creek Lands Conservation (CLC) may be your next gig!

Creek Lands Conservation envisions Central Coast ecosystems and communities where nature and people thrive. Our mission is to conserve and restore freshwater and near shore marine ecosystems throughout California's Central Coast. CLC is a private, non-profit 501(c)(3) governed by a board of directors, operated by a professional staff and supported by its members and volunteers. The organization's work is funded by private donations and public conservation funding. We generate revenue each year by securing for-profit contracts and government grants. We are part of a larger state-wide restoration community and have built strong relationships with agricultural, agency, and other nonprofit organizations. Our watershed projects manager received state-wide recognition in 2014 when she received the Salmonid Restoration Federation's Restorationist of the Year Award. Our staff is committed, creative, collaborative and diverse. We produce amazing results and have a lot of fun along the way.

The Position:

Position Title:	Watershed Projects Assistant
Office Location:	Arroyo Grande, CA with local remote work possible
Work Experience:	2-10 years
Pay range:	\$20-\$26 per hour, depending on experience, plus benefits if full time (vacation and holiday time, sick time, and health-care stipend). The initial anticipated workload is a minimum of 20 hours per week, with growth potential to a full-time position
Reports to:	Watershed Projects Manager

Position description: Creek Lands Conservation is currently evaluating applications for a Watershed Projects Assistant. The Watershed Projects Assistant will work with the Watershed Projects Manager and the Lead Scientist to manage habitat restoration and mitigation projects and related consulting activities. The position interacts with agency staff, research scientists and the public. The position is 80% in the office and 20% in the field, and carries with it significant potential for career growth. The right candidate will be passionate about conserving Central California's coastal natural resources, have the capacity to work with a wide range of organizations (e.g. NGO's, agricultural land owners, educators and students, governmental agencies, etc), and have the capacity to work in a wide range of environments (e.g. the office, on a farm, or in an estuary).



ESSENTIAL FUNCTIONS:

- Duties include scheduling, tracking deliverables, and financial management of conservation projects.
- Assists with writing watershed plans and project reports.
- Works on educational activities for the public, and attends public events to promote the organization and its mission.
- Develops and maintains good relations with agency personnel, contractors, educators, and growers/farmers.
- Conducts biological and water quality/quantity monitoring of creek lands and project sites.
- Reports the results of field work to the Watershed Projects Manager orally and in writing.
- Travels to multiple restoration projects for planning and monitoring.
- Other duties as required.

BASIC QUALIFICATIONS:

- Undergraduate degree in environmental or natural resource management, planning, related science degree (e.g., biology, ecology, environmental science), or other related degree.
- 2-10 years' experience in watershed conservation or related field.
- Creatively solve problems and learn new skills.
- Demonstrate good organizational skills and ability to work under multiple deadlines.
- Driver's license with no restrictions.
- Proficiency with Microsoft Office programs especially Excel, Word, and Powerpoint.
- Ability to work effectively in a team environment.
- Ability to walk on uneven terrain and carry 50 lbs.

REQUIRED KNOWLEDGE AND SKILLS:

- Must enjoy working with diverse people and organizations to get things done.
- Demonstrate good organizational skills, ability to work under multiple deadlines, and flexibility to handle changing priorities.
- Ability to read, understand, and follow oral and written instruction.
- Effectively communicate complex scientific findings orally and in writing.
- Possess knowledge of California native plants, riparian and aquatic ecology, hydrology, soils and /or wildlife.
- Possess knowledge of California environmental permitting processes (e.g. CEQA, etc).
- Experience collecting, organizing, and analyzing field data.
- Ability to work on both a team environment and independently.
- Integrity and ethics beyond reproach.
- Commitment and enthusiasm to carry out mission.

ADDITIONAL FAVORABLE KNOWLEDGE AND SKILLS:

- Graduate degree in environmental or natural resource management, planning, related science degree (e.g., biology, ecology, environmental science), or other related degree.
- Experience with project management software, accounting software, time management software



- Experience with Geographic Information Systems (GIS)
- Fluent in Spanish
- Experience teaching about environmental science topics
- Field experience collecting botanical, biotic, hydrologic, geologic, or water quality data.
- Flexible work schedule

To Apply

Email (1) **cover letter** describing qualifications for this position and interest in CLC, (2) **complete CV/resume**, (3) **writing sample**, and (4) **contact information for three references** to Steph Wald at steph@creeklands.org with “Watershed Projects Assistant” in the subject line. Applicants may be subject to background checks. The position will remain open until a successful candidate has been identified. Please submit questions via email (no phone calls) to steph@creeklands.org.

CLC is an Equal Opportunity Employer.

For more information, please visit www.creeklands.org

