

## **Job Description**

### **SPAWNERS Watershed Coordinator**

SPAWNERS (San Pablo Watershed Neighbors Education and Restoration Society) is a grassroots volunteer group whose mission is to protect the San Pablo Creek Watershed and inspire community appreciation and stewardship through advocacy, education, and habitat restoration. SPAWNERS leads community activities including trash cleanups, invasive plant removal, water quality and creek health monitoring, student workshops, and special events such as nature walks, public talks, and Earth Day celebrations.

The primary responsibility of the Watershed Coordinator is to lead the implementation of SPAWNERS' annual work plan and to further its mission in the San Pablo Creek Watershed. Specific responsibilities of the coordinator include:

- Lead on-the-ground creek revegetation and maintenance projects
- Organize public workshops, speaker events, and nature walks
- Write, edit, and coordinate production of written materials including newsletters, flyers, press releases, etc.
- Fundraise for the program and specific projects by writing grant requests and soliciting donations
- Develop membership and volunteer recruitment strategies and work with the Steering Committee to recruit new members for leadership positions
- Work with local schools to involve students in our programs
- Organize and lead monthly Steering Committee meetings
- With the Steering Committee, develop and implement a long term vision for the organization

#### **Desired Qualifications**

The ideal candidate will bring a combination of strengths, including:

- A background in watershed issues;
- Experience in project management, community outreach, environmental education, and grant writing.
- Experience working with diverse communities
- Academic training and/or experience in watershed ecology
- Be able to work some weekends and evenings
- Be comfortable working independently;
- Be proficient with standard office computer programs. Knowledge of Adobe InDesign, WordPress, Mailchimp, and Salesforce is a plus

- Fluency in the Spanish language

### **Physical Requirements:**

- Located in/near Contra Costa Costa County;
- Be fit enough to carry 40 pounds, climb creek banks, etc;
- A valid California drivers license and access to an insured car;
- Access to a computer and phone;
- Fingerprinting (will be reimbursed) and a proof of COVID-19 vaccination required after hire.

### **Work Environment and Values**

Work activities are split between office work at The Watershed Project headquarters, located at the Richmond Field Station (a satellite campus of UC Berkeley on the bay in Richmond), and field work at project sites in the communities we serve.

The Watershed Project is an equal opportunity employer that strives to recruit a diverse workforce and provide an equitable and inclusive workplace for all. We strongly encourage people with a variety of backgrounds and lived experiences to apply and thrive within our growing team. We seek qualified and passionate individuals regardless of age, ancestry, color, creed, cultural background, ethnicity, gender identity or expression, marital status, military obligations, national origin, parental status, physical ability, race, religion, sexual orientation, socioeconomic status, or veteran status.

### **Compensation**

SPAWNERS is a fiscal project of the Watershed Project, a 501( c)3 non-profit organization. The SPAWNERS coordinator will be reported as an employee of The Watershed Project. The hourly salary is in the range of \$20 to \$23 per hour. The current position is 8 hours per week, but can increase, funding dependent. Employees working over 24 hours per week are eligible for benefits pro-rated to the amount of hours worked.

### **How to Apply**

Please email a resume and cover letter describing your interest and experience relevant to this position to [lauren.iverson@thewatershedproject.org](mailto:lauren.iverson@thewatershedproject.org) and include "Watershed Coordinator" in the subject line. **Applications received by August 15** will be prioritized for review, although we will keep the position open until filled. For more information, please visit our website at [www.spawners.org](http://www.spawners.org).