

Restoration Manager

About The Watershed Project

The Watershed Project (TWP) is a nonprofit organization based in Richmond, California whose mission is to inspire Bay Area communities to understand, appreciate and protect our local watersheds. Along with our many community and local group partners, through educating, community organizing, restoring creeks, shorelines, and native plant communities, and implementing vital green infrastructure projects, TWP is committed to building environmental resiliency and equity in the San Francisco Bay Area.

Position Overview

In partnership with the Greening Urban Watersheds Program Manager, the Restoration Manager sees to the critical restoration of natural landscapes that mimic natural watershed processes which direct urban runoff to vegetated green infrastructure systems to reduce, filter or slow stormwater runoff. The Restoration Manager is responsible for the design, installation, and stewardship of native and drought-tolerant landscaping in rain gardens, bioswales and habitat gardens, as well as overseeing the urban forestry program. This highly visible position requires strong internal collaboration with other TWP program staff, as well as collaborative external relationships with project partners, including municipal representatives, community groups and the general public.

This position may be part-time or full-time, between 24-40 hours per week, depending on the availability and skill set of the candidate. Please see below for details.

Responsibilities

Responsibilities for a part-time position may include, but are not limited to:

Restoration Project Management (40%)

- Overseeing TWP landscapes and fostering stewardship of completed projects.
- Implementing, consulting and leading an urban forestry program, which includes a comprehensive tree care program for successful establishment of planted trees.
- Identifying and coordinating appropriate restoration projects with input from other staff.
- Developing planting plans and plant lists for projects.
- Ordering and maintaining plants for restoration or construction projects.
- Preparing the scope of work for and facilitating field workdays.
- Training and supervising staff and/or volunteer work crews in landscape and tree planting tasks.
- Transporting tools, supplies and plants, including trees, to planting sites.

Outreach and Communications (15%)

- Explaining the ecological benefits and functions of various habitats in our project areas to the public.
- Developing relationships with municipal partners and community groups.
- Attending and participating in targeted community meetings as needed.
- Preparing and leading training presentations on maintaining native vegetation landscapes and trees for the general public, agency maintenance staff, and TWP staff.

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- Supporting and establishing programs/activities for large community events such as MLK Day, Earth Day, and Coastal Cleanup Day.

Coordination and Reporting (5%)

- Managing urban forestry inventory spreadsheet.
- Writing project schedules and reports.
- Tracking progress of projects, including budget expenditures.
- Providing subject matter expertise to non-restoration TWP staff as it relates to their projects (e.g. consulting on appropriate trees, plants for project needs, identifying invasive plant species, etc.).

Additional responsibilities for a full-time position may include:

Volunteer Coordination and Program Support (40%)

- Recruiting groups and volunteers to participate in stewardship events such as clean-ups, planting or weeding.
- Organizing and supporting staff and volunteer stewardship events such as urban greening workdays, trash assessments, and large community events such as MLK Day, Earth Day, and Coastal Cleanup Day.
- Responding to inquiries related to volunteer opportunities.
- Keeping track of relationships with volunteers and community contacts using spreadsheets and/or databases such as Salesforce.

Desired Qualifications

Qualified candidates must demonstrate:

- Passion for outdoor field work and public education/interpretation.
- Experience with native plant landscaping and gardening work, tree planting, and tree care.
- Familiarity with native California and drought tolerant flora.
- Experience leading work groups (especially volunteers).
- The ability to work effectively independently and as part of a collaborative team.
- Flexibility, enthusiasm, dependability, and the ability to work effectively with a diverse range of people.

Additionally, the ideal candidate will possess some of the following knowledge, skills, and experience:

- Interest in watershed health and ecology.
- Experience with project management and tracking expenditures.
- Degree and/or certification in a related field (botany, horticulture, landscape management etc.) preferred.
- Familiarity with or ability to learn computer applications such as Microsoft Office Suite and Google Suite.
- Bilingual in English and Spanish a plus.

Physical Requirements

- Fingerprinting and proof of COVID-19 vaccination required after hire. Fingerprinting costs will be reimbursed.
- Requires flexibility to work weekends, particularly Saturdays, for community events that may occur on the weekend.
- A valid California Driver's License, clean DMV record, and access to a vehicle is required.

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- Work involves walking on uneven or muddy terrain. Work requires squatting and kneeling.
- Frequently lifts, carries and positions objects weighing up to 50 pounds.

Work Environment and Values

Work is performed in an outdoor and office setting. Office location is at the Richmond Field Station in Richmond, CA, with field sites primarily in West Contra Costa County and Oakland.

TWP 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: This is a part-time or full-time Salary Exempt position with a full-time equivalent (FTE) salary of \$50,000-53,000 per year. Employees who work 60% FTE or more are eligible for benefits. The Watershed Project offers excellent benefits, including:

- Medical and dental insurance
- Paid vacation time (10 days per year) and sick leave
- 12 paid holidays per year
- 403(b) retirement plan
- Paid professional development opportunities
- Flexible work schedule
- Friendly, dedicated, and supportive coworkers

To Apply: Please email a resume and cover letter, detailing your interest and experience relevant to this position, to jobs@thewatershedproject.org and include "Restoration Manager" in the subject line. **Applications received by Monday, January 2 will be prioritized for review**, although we will keep the position open until filled. We hope our new team member will start in February, but this timeline is flexible based on mutual availability. Please visit TheWatershedProject.org/Green-Careers for up-to-date information.

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