

## Job Description

### **SPAWNERS Program Coordinator**

#### **About SPAWNERS**

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.

#### **Responsibilities**

The primary responsibility of the Program Coordinator is to lead the implementation of SPAWNERS' annual work plan and to further its mission in the San Pablo Creek Watershed. Specific responsibilities 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, etc.
- Conduct monthly water quality surveys at four sites in El Sobrante, CA
- Fundraise for the program and specific projects by writing grant requests and soliciting donations
- Manage SPAWNERS finances and paperwork as necessary
- Work with the Steering Committee to develop membership and volunteer recruitment strategies
- Work with local schools to involve students in our programs and lead five field trips per year
- 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, including familiarity with water quality testing protocols
- 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 comfortable working independently
- Be proficient with standard office computer programs (knowledge of WordPress, Mailchimp, and Salesforce is a plus)
- Proficiency in the Spanish language

### **Physical Requirements:**

- Located in/near Contra Costa County, and have reliable transportation
- Be fit enough to carry 40 pounds, climb creek banks, etc.
- Access to a computer and phone

### **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 \$23 per hour. The current position is 8 hours per week, but can increase, funding dependent. Employees working over 24 hrs/wk are eligible for benefits prorated 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 [cdiamant@thewatershedproject.org](mailto:cdiamant@thewatershedproject.org) and include "SPAWNERS Program Coordinator" in the subject line. Any questions about the position or its responsibilities can also be sent to this address.

Applications will be reviewed on a rolling basis. For more information, please visit our website at [www.spawners.org](http://www.spawners.org).