

## 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:

Provide administrative support to the steering committee:

- Organize and lead monthly Steering Committee meetings
- Serve as primary point of contact for communications with county and city officials, the general public, and any others
- Organize public workshops, speaker events, and nature walks
- Write, edit, and coordinate production of written materials including newsletters, flyers, etc.
- Work with the Steering Committee to develop membership and volunteer recruitment strategies
- Outreach to schools and other educational organizations to involve students in our programs
- Fundraise for the program and specific projects by writing grant requests and soliciting donations
- Manage SPAWNERS financial accounts, track grant obligations, write reports as needed
- With the Steering Committee, develop and implement a long-term vision for the organization

Field work:

- Lead or assist with up to six field trips per year for students of various ages
- Conduct monthly water quality surveys at four sites in El Sobrante, CA and track our data
- Assist with or lead activities at events such as community festivals, volunteer workdays and others

### **Desired Qualifications**

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

- Experience in project management, community outreach, environmental education, and grant writing
- Experience working with diverse communities
- A background in watershed issues, including familiarity with water quality testing protocols
- 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 Costa County, and have reliable transportation
- Be fit enough to carry 20 pounds, climb creek banks, etc.

### **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), remote work on administrative tasks, 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.

**To Apply**

Please email a resume and cover letter, describing your interest and experience relevant to this position, to [mitch@thewatershedproject.org](mailto:mitch@thewatershedproject.org) and include “SPAWNERS Program Coordinator” in the subject line. **Applications received by Friday, March 22nd will be prioritized for review**, although we will keep the position open until filled. We hope our new team member will start in April, but this timeline is flexible based on mutual availability. Please return to this page for up-to-date information.