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 riparian restoration, invasive plant removal, outreach to residents, hands-on activities for students, and special events such as community days and Earth Day celebrations.

The ideal candidate will bring a combination of strengths, including a background in watershed issues and experience in project management, community outreach, organizational development, community-based planning, environmental education with students, and grant writing. The ideal candidate should bring experience working in diverse communities. Candidates must:

- Have academic training or experience in watershed processes and ecology
- Be able to work occasional weekends and evenings
- Be comfortable working independently
- Be fit enough to carry 40 pounds, climb creek banks, etc.
- Own or have access to an insured car
- Have a valid California driver's license
- Be proficient with standard office computer programs. Knowledge of Wordpress, Salesforce, Adobe InDesign, and Mailchimp is a plus
- Proficiency in Spanish preferred

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

- Organize public workshops, speaker events, and nature walks
- Write, edit and coordinate production of written materials including newsletters, flyers, press releases, emails to our listserv, and more
- Establish and maintain a good working relationship with public agencies such as Contra Costa County
- 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, and lead outdoor educational programs with students
- Attend creek revegetation and maintenance workdays, and maintain relationships with volunteers
- Organize and lead monthly steering committee meetings to plan the group's activities

- Track volunteer metrics in Salesforce, and prepare reports for grants and the Steering Committee
- With the Steering Committee, develop and implement a long term vision for the organization

Work Environment
Work activities are split between office work at The Watershed Project headquarters, located in a beautiful natural setting on the Richmond Field Station (a satellite campus of UC Berkeley on the bay in Richmond), and field work at our two active project sites in the communities we serve in Richmond and El Sobrante.
*During the COVID-19 pandemic, most work is remote at this time, but we expect that to change within the next 6 months.

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 $22 per hour, depending on experience. The job will require a minimum of 8 hours per week, moving to minimum 16-20 hours per week in the coming months as things reopen. If additional resources are secured, the coordinator could work up to 32 hours a week. Employees working over 24 hours per week are eligible for benefits prorated to the amount of hours worked.

To Apply
For immediate consideration, send a cover letter and resume to the SPAWNERS Coordinator Search Committee via email at helen@thewatershedproject.org. Resumes will be considered upon receipt. Qualified candidates will be called for an interview. SPAWNERS seeks to reflect the diversity of the communities we serve.

For more information, please visit our website at http://www.spawners.org/.