



COASTAL-WATERSHED.ORG

*Preserving and protecting
our coastal watersheds*

Environmental Leaders Fellowship

Job Description

Start Date: Summer 2018, Minimum of 20 hours per week for 12 weeks

Compensation: Stipend of \$300 per week

Status: Part-time (20 hours a week) and Temporary (Summer 2018)

Summary:

The Coastal Watershed Council's (CWC's) Environmental Leaders Fellowship gives an emerging environmental leader the opportunity to research, design and implement a project to reconnect people who live, work and play along the lower San Lorenzo River to this critical natural resource. The Environmental Leaders Fellow cultivates relationships with people and partners, works to research best practices and design new or improved programs that will inspire community partners to act to benefit the San Lorenzo River and the Santa Cruz Riverwalk, the urban park that lines its banks. The Environmental Leaders Fellow will report to a CWC staff mentor, and will work closely with the CWC team, volunteers, community partners, local businesses and residents in the City of Santa Cruz. The Environmental Leaders Fellow will work at the CWC office, at the San Lorenzo River and within the adjacent neighborhoods. This position is a temporary (3 months) part-time (20 hours/week) role supporting CWC's programs.

Distinguishing Characteristics:

CWC is seeking an Environmental Leaders Fellow who is self-driven, confident and comfortable communicating with the Santa Cruz community about their work. This position requires a flexible, creative and energetic individual who is passionate about environmental issues and genuinely enjoys working with people from diverse backgrounds. Excellent computer skills, written and verbal communication and a comfort level speaking to new people is essential. An ideal candidate will also be proficient in both English and Spanish.

Examples of Duties:

- Research volunteer leadership and capacity-building programs and apply best practices to CWC programs.
- Establish new relationships with individuals and community partners who live, work and play along the lower San Lorenzo River
- Coordinate individuals and community partners in the implementation of successful volunteer events at the lower San Lorenzo River

- Coordinate with CWC staff to promote, implement and evaluate events
- Document best practices, lessons learned and evaluation results for future use
- Other duties as assigned

Typical Physical Activities:

- Sit and stand for extended periods of time
- Use of basic office equipment including computers, phone, photocopiers, etc.
- Drive via motor vehicle to field sites
- Lift and carry ~25 lbs.

Qualifications Required:

Experience & Education:

- Coursework in Environmental Studies or a related field.

Ability to:

- Conduct thorough research
- Conduct interviews over the phone and in person
- Communicate with people from different backgrounds
- Effectively share information with others
- Write clearly and concisely
- Implement and model excellent risk management practices and maintain a safe environment for all volunteers.
- Develop and implement best practices for community engagement
- Perform physically challenging work in the outdoors and in all weather conditions/uneven terrain.
- Be coached and to receive feedback.
- Keep detailed records and maintain excellent organization.
- Pay close attention to detail.
- Adjust to varying work needs, be flexible and work with teams.
- Practice general office/vehicle safety practices and regulations.

Knowledge of:

- Basic environmental principles.
- Community engagement practices and principles.
- Modern office procedures.

Qualifications Desired:

- Prior experience leading volunteer activities.
- Ability to speak with community members and share information about the San Lorenzo River in Spanish.

To apply:

Submit your application to info@coastal-watershed.org. Applications are due Sunday, April 1. Please include Environmental Leaders Fellowship in the subject line of the email. Please include the following:

- 1) Resume
- 2) Cover letter
- 3) 1-2 page writing sample (on any topic)
- 4) Days of the week you are available to work

About the Coastal Watershed Council

The Coastal Watershed Council is a leading organization responsible for preserving and protecting watersheds on California's Central Coast through watershed monitoring, education and stewardship. CWC invites the community to get involved today by calling (831) 464-9200 or visiting the CWC website at www.coastal-watershed.org.

CWC is committed to ensuring equal employment opportunity and non-discrimination. CWC prohibits unlawful discrimination in any term or condition of employment against any employee or applicant for employment because of the individual's race, color, religion, gender, marital status, age, national origin, ancestry, citizenship, sexual orientation, medical condition, genetic information, disability, membership or service in the U.S. Armed Forces, or any other characteristic protected by law. This policy applies to all personnel transactions, including, but not limited to, recruitment, hiring, placement, training, compensation, benefits, leave of absence, transfer, promotion, demotion, discipline, layoff, and termination.