



Acterra: Action for a Sustainable Earth

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www.Acterra.org

Job Announcement

Redwood Grove Stewardship Project Coordinator

Half-Time Position (20 hours per week)

Overview:

The Acterra Stewardship Program is seeking a motivated, well-organized person with excellent interpersonal skills and technical expertise, to manage its habitat restoration, volunteer coordination, and education work at Redwood Grove, a five-acre park located in the City of Los Altos. We are looking for a self-starter with tremendous initiative who can help us kick off this new project with professional excellence and build positive relationships with a variety of people and agencies in the community.

The mission of Acterra's Stewardship Program is to restore natural lands to ecological health by involving community members in land stewardship. We engage, educate, and inspire people to take care of the land for current and future generations. Our program consists of: 1) Natural Lands Stewardship (including Redwood Grove and Arastradero Preserve), 2) San Francisquito Watershed Project, 3) Acterra's Native Plant Nursery 4) Young Earth Stewards and 5) a new project: Urban Ecology.

Acterra is a 39-year old non-profit environmental organization whose mission is to bring people together to create local solutions for a healthy planet. For more information, see www.acterra.org

Responsibilities:

- Plan, implement and oversee habitat restoration at Redwood Grove. This will include removing invasive plant species, repairing damaged creek banks and planting native plants provided by Acterra's nursery.
- Plan and coordinate the installation of a demonstration earth-friendly garden.
- Schedule, coordinate, and supervise hundreds of community volunteers annually – including many young people – engaged in restoration workdays, creek repair, vegetation monitoring and other activities at Redwood Grove.
- Communicate with City staff on restoration, maintenance and educational activities at the Grove, attend regular meetings with the City staff and make public presentations about Acterra's activities and progress at the Grove.
- Assist with the creation and implementation of annual work plans (goals, tasks and measurable outcomes) and annual progress reports documenting restoration activities, volunteer participation and monitoring results.
- Coordinate native plant ordering and out-planting.

- Schedule, create curriculum for, and lead educational events and interpretive hikes. Conduct presentations on habitat restoration and urban ecology to local schools and organizations.
- Maintain, organize, and purchase equipment and supplies.

Required Qualifications:

- BA or BS in Biology, Environmental Studies, Horticulture, or other relevant experience.
- At least two years of pertinent experience in program management and coordination.
- Knowledge of plants and animals of California oak woodland, grassland and riparian habitats as well as the principals of ecological restoration. Interest in enhancing that knowledge when needed.
- Experience teaching and supervising teens.
- Dynamic, high-energy person who enjoys and is effective at working with and motivating people of all ages and backgrounds.
- Skilled at volunteer and public outreach, working with large groups, and multi-tasking many projects with varying deadlines and degrees of urgency.
- Ability to work both alone and with groups of various sizes.
- Computer literate, including expertise on Mac OSX, MS Office. Experience with ArcGIS Trimble Geo XT a plus, but not required.
- This position requires both field and office work, with some evening and weekend work. Applicants must have a valid California Driver's License and a clean driving record. Fieldwork takes place on rough terrain in all weather.

Job Duration: This is a half time eight-month (November – June) position. It may be extended for an additional two years depending on performance and funding.

Compensation: Salary at the annual rate of \$20,000/year for an eight-month period. Pro-rated medical and dental benefits, plus generous holiday and vacation schedule.

To Apply: Email a cover letter and resume to Claire Elliott, Acterra Stewardship Director: clairee@acterra.org or fax to (650) 962-8234.

Application deadline: Friday, October 16, 2009

Start date: Early November 2009.