



Job Description: Program Director

The Arroyo Seco Foundation seeks a program director to organize and implement various programs and activities of the Arroyo Seco Foundation related to planning and natural resources management. The position requires a mix of administrative, educational and outreach experience.

Organization Description: The Arroyo Seco Foundation is a community-based 501(c)(3) nonprofit organization. We advocate an integrated, harmonious approach to watershed and flood management, water conservation, habitat enhancement, and the expansion of recreational opportunities. Through action projects, recreation, and environmental awareness activities, ASF strives to involve the residents and organizations in our region in this tremendous enterprise. ASF works to reforest the Arroyo Seco, the San Gabriel Mountains and the neighboring urban landscape with native shrubs and trees.

Major Current projects of ASF:

1. The Arroyo Seco Canyon Project (ASCP), a partnership between the City of Pasadena and ASF to enhance the water resources and habitat of the Arroyo Seco.
2. Arroyo River Parks, a program to promote the integration of parks and open space areas along the Arroyo with stream restoration.
3. Arroyo Seco Mountain Watershed
4. Arroyo Seco Stream Team, the volunteer corps of community members.
5. Tours & Educational Programs to educate the public about water and natural resource management issues in the watershed.
6. Arroyo Seco News and Arroyo Currents, a lively email news and discussion groups that offer a forum for Arroyo supporters to stay up-to-date and spread the work about important Arroyo issues, projects and events.
7. Watershed Coordination - Monitoring and shaping Arroyo Seco planning and watershed management programs
8. Hahamongna Cooperative Nursery, a native plant nursery to reforest the Arroyo Seco.

Working closely with and under the direction of the Managing Director, the Program Director will undertake the development of project and work plans to achieve a variety of restoration and watershed management projects, in addition to general organizational and administrative responsibilities. A major focus will be on fundraising and organizational development to support the activities of the Foundation.

Skills Sought:

- project management experience including the ability to conceptualize and implement a project plan and to develop support for the plan
- demonstrated successful experience in grant-writing, fund-raising and organization development
- excellent writing, public speaking, interpersonal and political skills
- the ability to analyze and review environmental documents
- broad knowledge of environmental management and related educational activities
- a minimum of three years of experience in program development, management and implementation
- administrative skills including records management, bookkeeping, timely invoicing and reports
- a team-building approach to work and coordination of program activities, including volunteer involvement in program implementation
- proficiency in Microsoft Office and basic computer skills is required; website design and management skills are desirable
- exceptional attention to details
- 3-5 years of experience in a field related to watershed science, planning, environmental policy and management; an academic degree in a related field is preferred.
- Personal qualities of integrity, credibility, and a commitment to and passion for sustainable resource management and the goals of the Arroyo Seco Foundation.
- Bilingual English/Spanish preferred

Terms – The position requires a flexible schedule of 40 hours per week beginning immediately. Compensation is commensurate with work experience and skills beginning at \$42+ k annual pay depending on experience. Other benefits include two weeks paid vacation per annum, and health benefits. The program director will report directly to the Managing Director of the Arroyo Seco Foundation.

Application Process

To be considered for this position, please provide:

- a letter of interest
- a resume detailing relevant experience
- three work-related references, and
- three writing samples.

Send the material to scott@arroyosec.org

The position will be filled upon selection of a qualified candidate. Applications will be accepted until the position is filled. All people, especially people of color, women, and LBGTQ people,

are encouraged to apply; ASF is an Equal Opportunity Employer committed to a diverse workforce.

For further information, please contact the Arroyo Seco Foundation at (323) 405-7326 or via e-mail at scott@arroyoseco.org.

Please also visit our web site at <http://www.arroyoseco.org> for more information about the Arroyo Seco Foundation.