



Job Description: Watershed Coordinator

The Arroyo Seco Foundation seeks a watershed coordinator/administrative assistant to organize and implement various programs of the Arroyo Seco Foundation related to watershed 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. ASF advocates 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 of our region in this tremendous enterprise. All people, especially people of color, women, and LGBTQ people, are encouraged to apply; ASF is an Equal Opportunity Employer committed to a diverse workforce.

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 Watershed Coordinator will undertake the development of tasks, projects and work plans to achieve a variety of restoration and watershed management goals, in addition to general organizational and administrative responsibilities.

An ideal candidate would possess the following:

- knowledge of watershed management, conservation and related educational activities
- administrative skills including records management, bookkeeping, timely reports and invoicing
- project management experience, including the ability to conceptualize and implement a project plan
- excellent writing and public speaking skills
- experience in grant-writing, fund-raising and organizational development
- the ability to analyze and review environmental documents; familiarity with the CEQA process preferred
- a team approach to coordination of program activities, including volunteer involvement in program implementation, and
- proficiency in word processing, and basic computer skills is required; website design and management skills are desirable
- exceptional attention to details
- Personal qualities of integrity, credibility, and a commitment to and passion for sustainable resource management and the goals of the Arroyo Seco Foundation.

Terms – The position requires a flexible schedule of 40 hours per week beginning immediately. Compensation is commensurate with work experience and skills beginning at \$38K. Other benefits include two weeks paid vacation per annum, and health benefits. The watershed coordinator/administrative assistant 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@arroyoseco.org.

The position will be filled upon selection of a qualified candidate. Applications will be accepted until the position is filled.

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.