



Acterra

Acterra: Action for a Sustainable Earth

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www.Acterra.org

Job Announcement

Pearson-Arastradero Preserve Stewardship Project Coordinator

Overview:

The Acterra Stewardship Program is seeking a motivated, well organized project coordinator with people and plant skills as well as database expertise, to manage its restoration work at Pearson-Arastradero Preserve, a 622 acre Preserve located in the Palo Alto foothills. We are looking for a self-starter with tremendous initiative who can help our program function with professional excellence and enhance positive relationships with a wide variety of people and agencies.

The mission of Acterra Stewardship Program is to restore natural lands to ecological health by involving the community in land stewardship. We involve, educate, and inspire people to take care of the land for current and future generations. Our program consists of: 1) Habitat Restoration, 2) Watershed Project, 3) Professional Consulting Services, 4) Public Outreach and Education and 5) Native Plant Nursery

Acterra is a 38-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:

- Schedule, coordinate, and supervise approximately 1000 volunteers annually, from diverse backgrounds, for educational work days, field trips, and other events on the Pearson-Arastradero Preserve.
- Assist with the creation and implementation of annual workplans (tasks, goals and measurable outcomes regarding restoration work on the preserve), the completion and operation of a restoration database, and with grant writing and reporting.
- Assist the Stewardship Project with further developing professional excellence in its image, outreach, data storage, and in the scientific quality of its habitat restoration.
- Implement and oversee habitat restoration at Pearson-Arastradero Preserve (owned by the City of Palo Alto.) Using hand tools conduct invasive plant removal.
- Coordinate native plant outplanting, seed collection, and modification of yearly plant orders according to adaptive management.

- Facilitate communication between Rangers, the City of Palo Alto, park users, Acterra staff, local non-profits, and other stakeholders.
- Schedule, create curriculum for, and lead interpretive hikes. Conduct presentations on habitat restoration to local schools and organizations. Co-produce Acterra's 2009 Habitat Restoration Conference.
- Coordinate and monitor mowing program. Set-up and monitor transects in mow plots. Conduct yearly monitoring of several planted oak saplings. Co-coordinate annual goat/ sheep grazing.
- Maintain, organize, and purchase Preserve supplies.

Qualifications:

- BA or BS in Biology or Environmental Studies preferred, or other relevant experience.
- At least two years of pertinent experience in program management and coordination.
- Dynamic, high-energy person who enjoys working with people of all ages and backgrounds.
- Highly computer literate, including expertise on Mac OSX, MS Office and Filemaker Pro. Experience with ArcGIS Trimble Geo XT a plus.
- Skilled at volunteer and public outreach, working with large groups, and multi-tasking many projects with varying deadlines and degrees of urgency. Must be able to work both alone and with groups of all sizes.
- Familiar with the plants and animals of California oak woodland, grassland and riparian habitats and principals of ecological restoration. Ability to take initiative in enhancing that knowledge when needed.
- 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. Field work takes place on rough terrain in all weather.

Compensation: This is a full time, position with medical and dental benefits, plus generous holiday and vacation schedule. Salary: \$42,000-45,000 DOE.

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

Application deadline: October 31st, 2008 **Start date:** Mid to Late November, 2008.