Job Description: Restoration Program Coordinator

**Job Type:** Full time 32 hours per week (and up to 40 hours per week)

**Title:** Restoration Program Coordinator

**Position Summary:** This job is perfect for someone with passion for restoration ecology. This position will entail project proposal, management, reporting and research. Desired experience includes 5+ years of field work experience, preliminary project design and management, education/outreach experience, personnel management, and grant writing. Golden Hour’s work is dynamic, fast-paced and we have tremendous opportunity for organizational growth.

You will be working directly with the Executive Director, biology and field staff, and project partners. The Program Coordinator will support and manage existing programs such as the Mission Blue Crew, Garber Park Stewards, Mt. Umunhum Summit Restoration, Serpentine Prairie Restoration, pallid manzanita restoration in the East Bay Hills, and more. This position supports ongoing projects with fieldwork, organizing workshops, meetings, and formal communications and reports. Social media posting, content development for publications, and general communications are common associated project and organizational tasks. Additionally, staff may organize and review grant writing materials for submission. You will play an integral role in helping our organization develop and effectively communicate our work. We expect that you will be available to work at least 2 days a week for 10-hour blocks of time, and other supporting hours can be distributed throughout the week. Work hours have some flexibility. The Restoration Program Coordinator works under the direction of the Executive Director and the Board of Directors.

**Location:** Position is ideal for someone who lives in the Bay Area near project sites. Project locations exist throughout the Bay Area. Work may occur in inclement conditions, out in wildlands, as well as in the office and via teleconferencing.

**BASIC REQUIREMENTS**

A Bachelor of Science in biology/ecology, resource management, or a related field, and at least four years’ employment experience in the ecology field in Northern California including knowledge of native plants and habitats. Applicant must be proficient and comfortable with word-processing, email, and a general suite of office computer programs. Applicant should expect about ½ of work time will not be outdoors. Professional writing abilities and skillful in collaborating as part of a small team. Proficiency in using electronics in the field such as phone, GPS and digital camera. Willingness to utilize manual tools in the field such as shovels, picks, line trimmers and other.
**TASKS AND DUTIES**

- Assist with development of strategic direction for the organization
- Attend meetings and coalitions representing Golden Hour
- Assist with organization and scheduling of workshops, work days, and reporting
- Assist in program development of restoration course materials and content
- Assisting with writing project reports
- Writing, proof-reading and copy editing reports and formal communications
- Assist with fieldwork at project sites including monitoring, planting, mowing, pruning, digging and other typical natural resource/restoration activities
- Communications via email with partners, potential partners, potential funders, volunteer groups, students in courses and staff
- Creating and sharing content for social media including Mailchimp
- Attend meetings with partner organizations, take meeting notes and compile notes post-meeting
- Basic grant writing and project budgeting
- Workshop preparation, day-of support, and day-of photography

**DESIRED SKILLS and EXPERIENCE**

- A tremendous passion for restoration ecology and the positive benefits it can instill in communities, both natural and human
- Physical stamina and ability to work in varying weather conditions
- Ability to lead diverse groups providing take home educational messages and with focus on safety of the group
- Knowledge of California native plants, vegetation communities, and invasive plants of the Bay Area
- Proficiency with the Microsoft Office Suite
- Ability to sit in office setting for up to 6 hours and complete projects in a timely manner
- Basic GIS knowledge such as map digitization, working with shapefiles
- Tact in creating thoughtful communications with public and potential partners
- Openness to learning new computer programs
- Strong proficiency in interpersonal communication and teamwork

**COMPENSATION**

Salary is anticipated to be $22-27/hour DOE. We expect salary will grow with the organization and your work proficiency. We offer a stipend for professional development, mileage reimbursement, and a flexible work schedule. Position may become full-time contingent upon funding.

**APPLICATION REVIEW**

Applications will be reviewed on a rolling basis. We anticipate reviewing our first set of applications on March 20. Work can start immediately. Application materials should be organized into 1-2 PDF documents, emailed to lech[at]goldenhour.org with the title “Restoration Program Coordinator”.