



Center for Ecosystem Management and Restoration

Russian River Coho Water Resources Partnership Coordinator

In response to the precipitous decline of coho salmon in the Russian River watershed, the **Russian River Coho Water Resources Partnership** (Partnership) is developing a systematic approach to improve streamflow and water supply reliability in five Russian River tributaries critical to the recovery of endangered coho salmon. The primary goals of the partnership are to:

- Restore a more natural flow regime in high priority Russian River tributaries during the dry season;
- Increase viability, and ultimately numbers, of coho salmon in the Russian River watershed;
- Increase water reliability for water users in each watershed;
- Develop governance mechanisms to carry out these efforts;
- Develop tools and methods for others to use.

The Partnership is an unincorporated association of public agencies and non-profit organizations and includes:

- Center for Ecosystem Management and Restoration
- Gold Ridge Resource Conservation District
- Sotoyome Resource Conservation District
- Occidental Arts and Ecology Center WATER Institute
- Trout Unlimited
- University of California Cooperative Extension

The Partnership is seeking a qualified individual to work on a flexible part-time schedule (20 hours per week) to assist the Partnership in coordinating and implementing its efforts. Job-related travel is required and some weekend and overnight travel may be necessary. Approved travel expenses incurred while conducting official business will be paid on a reimbursable basis at the current federal rate. A valid California driver's license and proof of insurance is required.

Duties of this position include:

- Implement annual work plan as approved by the Steering Committee, (steering committee includes one voting member of each partnership organization)
- Convene Technical Advisory Committee and Steering Committee meetings; draft minutes and agendas

- Assist Steering Committee in drafting semi-annual and annual grant reports and grant applications
- Coordinate data requests from agencies, landowners, and the public
- Manage partnership webpage and provide other outreach updates
- Update and maintain Partnership website content
- Draft and distribute Partnership outreach and updates
- Draft and edit Partnership announcements, press releases, and publications
- Organize logistics for partnership outreach events and field tours
- Support partner organization in other tasks related to work plan implementation (e.g., data collection, research, editing)

The successful candidate will have:

- Working knowledge of and interest in natural resource conservation principles and science, specifically watershed restoration, watershed hydrology, and aquatic ecosystem/fisheries conservation. Knowledge of the Russian River watershed is preferred.
- Experience engaging and collaborating with diverse groups and stakeholders, including landowners, growers, industry representatives, researchers, funding agencies, nonprofit organizations, and public agencies.
- Ability to prioritize and coordinate workload and be highly motivated and self-directed.
- Ability to exercise professional judgment in the planning, coordination and implementation of conservation projects and take initiative in fulfilling programmatic and grant-related obligations.
- Proven ability to work independently and as part of a team.
- Excellent written and oral communication skills, meeting facilitation skills, organizational skills and multitasking ability.
- Minimum two years of relevant experience in project coordination, administration, meeting facilitation, or other relevant activities
- Minimum Bachelor's degree in social sciences or natural sciences including: ecology, planning, political science, sociology, environmental science, or environmental studies,
- Proficiency with word processing, spreadsheet and presentation software.

The Coordinator will be an employee of the Center for Ecosystem Management and Restoration and work under the guidance of the Partnership. Salary is at not-for-profit scale, commensurate with experience. Benefits include medical/dental insurance, paid vacation and sick leave, 403(b) retirement program. This position is fully supported from July 1, 2010 through May 31, 2011. However, this may be extended based upon funding availability. The position will be located in Santa Rosa.

To apply, qualified applicants should send a cover letter and resume with references to info "at" cemar (dot) org.