

March 27, 2006

ACA Volunteer and Outreach Coordinator Position

The Alameda Creek Alliance will be hiring a part-time Volunteer and Outreach Coordinator, beginning May 1, 2006. This is a part-time, 6-8 month position requiring a commitment of about 10-20 hours per week.

Background:

The Alameda Creek Alliance (www.alamedacreek.org) is a non-profit, volunteer-based community watershed group dedicated to protecting and restoring the natural ecosystems of the Alameda Creek watershed. Our focus is restoring steelhead trout and salmon to Alameda Creek, the largest tributary to San Francisco Bay.

Job activities and responsibilities:

- Organize ACA volunteers to participate in our CreekKeeper Program, wherein volunteers adopt a creek section for monitoring. Assist in securing training (through other organizations) for volunteers in water quality and aquatic habitat monitoring. Organize volunteers to assist water agencies in monitoring fish populations and aquatic habitat in the watershed.
- Organize creek cleanups.
- Contact residents and landowners along two tributaries to identify potential small-scale restoration projects on private land along these creeks. Organize our volunteers to implement small-scale projects.
- Present the ACA slide show or powerpoint presentation to community groups and schools.
- Staff ACA display table and recruit volunteers for outreach at community events.
- Help with grant writing to fund continuance of the Volunteer/Outreach Coordinator position.

Qualifications:

- Good written and oral communication skills and basic computer skills.
- Enthusiasm, self-motivation and a strong commitment to the environment.
- Experience preferred in the non-profit field, including organizing or outreach.
- Strong grant writing skills. Continuation of the position after 6-8 months and pay raises are dependent upon securing additional grant funding.
- Ability to work at home. The ACA does not have an office.
- Preferably live within the Alameda Creek watershed.
- Willingness to travel throughout the watershed and to occasionally attend evening or weekend meetings and events.

Salary:

The beginning pay rate is \$12-15 per hour, depending on experience. There is potential for a pay raise and longer term employment after 6 months, dependent upon grant funding. The position is available beginning May 1, 2006 and will run through December 31, 2006 depending on funding availability.

To Apply:

Please submit an application letter (maximum 2 pages) via e-mail to Jeff Miller, ACA Executive Director, at alamedacreek@hotmail.com with the subject line "Volunteer Coordinator Application." Also include a brief resume, a two-page writing sample, and three references. Please submit materials in PDF or Word format.

Organizational Background:

The Alameda Creek Alliance mission is to protect and restore the natural ecosystems of the Alameda Creek watershed, with a focus on restoring steelhead trout and salmon to Alameda Creek. The organization was founded in 1997 and now has over 750 members and one part-time staff, the Executive Director. We are cooperatively pursuing fish passage projects with 12 local, state and federal agencies and are negotiating with local water agencies to secure dedicated water flows for migratory fish. We also watchdog management of public lands within the watershed and protect endangered species and their habitats on both public and private lands. As the primary wildlife advocacy group focused on the Alameda Creek watershed, we try to educate watershed residents about local environmental issues as well as state and national endangered species policy issues, and involve our membership in political advocacy. We also mobilize volunteers to actively participate in monitoring and restoration projects. We work through education, publicity, advocacy, public pressure, legal action, and volunteer work.