

Women's Environmental Network DECEMBER 2006 NEWSLETTER

www.wencal.org

There are 1,081 WEN members – keep the list growing!

The WEN Newsletter goes out on the 15th of each month (except this month!). Send your announcements, events and job listings to info@wencal.org.

GUIDELINES FOR NEWSLETTER SUBMISSIONS:

ONE PAGE MAXIMUM. If your listing is longer than one page, you may send a website link with the full listing. Job listings must include contact information, job location and deadline. Please email submissions as either a Word attachment or in the e-mail's text. Thank you!

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ANNOUNCEMENTS

“Breast Cancer and Safe Cosmetics”: Wednesday, January 31, 2007

The WEN Speaker Series continues! Please join WEN for a conversation about the links between cosmetics and cancer. Major loopholes in federal law allow the \$35 billion cosmetics industry to put unlimited amounts of chemicals into personal care products with no required pre-market testing, no monitoring of health effects, and inadequate labeling requirements. Chemicals linked to cancer and birth defects don't belong in health and beauty products.

Come learn more about the harmful chemicals in cosmetics and personal care products and the steps we can take – from the personal to the political– to remove them. This discussion will be led by Janet Nudelman, Director of Program and Policy for The Breast Cancer Fund – a San Francisco-based, national, non-profit organization that is working to eliminate the environmental and other preventable causes of the disease.

****Sushi, wine and drinks will be provided by WEN****
****Safe cosmetics gift bag raffle!****

Lindsay Wildlife Museum
1931 First Avenue, Walnut Creek, CA 94597

5:00 – 6:00: Lindsay Wildlife Museum open for WEN supporters – come early and explore the museum for free!
6:00 – 6:30: Reception
6:30 – 7:30: Program
7:30 – 8:00: Closing reception

Transit and ticket information available at www.wencal.org.
Read more about the issues here: <http://www.safecosmetics.org/>.
For more information email info@wencal.org.

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**Saving The Sierra Blog Looking for Correspondents**

Saving The Sierra: Voices of Conservation in Action is a regional media project using public radio, the Internet and storytelling to explore conservation collaborations in the Sierra Nevada. We've collected more than 100 stories from across the mountain range using a mobile Storybooth and are publishing them online. Our first public radio series on agricultural heritage just aired on KQED's The California Report.. We've launched what we believe is the only blog to focus solely on all things Sierra Nevada. And we're looking for correspondents to share views, news, and Sierra experiences. If you've never blogged, but would like to learn, we can teach you.

Co-directors Catherine Stifter and jesikah maria ross bring more than 40 years combined experience in public radio and community media to this project, which was started with funding from the California Council for Humanities California Stories project.

Enjoy Sierra stories online and bookmark our blog at:  
<http://www.savingthesierra.org>

For more information, contact Catherine Stifter, project co-director  
[Catherine@savingthesierra.org](mailto:Catherine@savingthesierra.org)

530-478-1240

**Grow a Greener Community! Become a Master Composter**

Inspire others and make a difference in your community. The annual Master Composter Training Program is currently accepting applications for the 2007 Class.

Participants will:

- Attend weekly classes from February to May
- Learn compost and Bay-Friendly Gardening theory and practice
- Give back to the community by completing a compost outreach project
- Receive a compost bin and helpful reference books
- Gain valuable job skills
- Earn College Credit

Teachers who complete the program are eligible for a \$200 stipend to use towards school garden and/or classroom compost activities.

[Stopwaste.org](http://Stopwaste.org) offers this 4-month training and environmental education program to promote the recycling of organic materials on the community level. Applications are due by January 12, 2007; visit our website at [www.BayFriendly.org](http://www.BayFriendly.org) to apply on-line or download an application.

For more information, please contact call (510) 444-SOIL or visit [www.BayFriendly.org](http://www.BayFriendly.org) and look for Master Composter Training in the "What's New" section.

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Save the Date -- Bay-Friendly Garden Tour: Sunday, April 29 2007

Fourth Annual Bay-Friendly Garden Tour
Sunday, April 29 2007 – 10:00AM to 4:00PM
Showcasing Natural Gardening Techniques

Visit a wide assortment of Bay-Friendly Gardens on this FREE, self-guided tour. Over 40 public and private gardens will be featured throughout Alameda County, including an entirely new crop of gardens! Several of the garden clusters are walkable and/or bikeable.

This year's tour continues to celebrate the diverse styles of Bay-Friendly gardens. East Bay gardeners replace front lawns with vibrant perennials. Children and pets play in organic spaces that are healthy for the whole family. Backyard orchards complement flowering ornamentals and offer delicious fruit. Terraced hillsides provide places to gather and enjoy visiting butterflies and hummingbirds. Bay-Friendly Gardens offer something for everyone-- come and discover ideas for creating your perfect retreat.

Registration for the tour is required. Registrants will receive a tour guide book with garden directions and descriptions by mail. Native plants, vegetable starts and Mediterranean perennials can be purchased at select sites on the tour.

Online registration and a sneak preview of the 2007 gardens will be posted at www.BayFriendly.org by Thanksgiving. Volunteers are needed for the day of the tour. If interested, please contact Lawrence Grodeska at lgrodeska@stopwaste.org or 510-614-1699.

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**East Bay Green Drinks: Every 3<sup>rd</sup> Wednesday of the Month**

East Bay Green Drinks is a monthly gathering of people interested in sustainability, including green business, architecture, design, building, organics, clean energy and other topics. We get

together the third Wednesday of the month, on the beautiful rooftop garden at:

Triple Rock Brewery  
1920 Shattuck Avenue (at Hearst Ave) Berkeley, CA  
(two blocks north of University Ave, near the downtown Berkeley Bart station)

The next East Bay Green Drinks is:  
**Weds, December 20, 5:30pm-8pm**

For more information: <http://groups.yahoo.com/group/SustainabilityHappyHourEastBay/cal>

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WEN Email List

As a reminder, you can manage your email subscription – change your email address, subscribe, unsubscribe – by using the link at the bottom of each email, or by going to the WEN website (www.wencal.org). Forward your newsletter on to women who you think might be interested in WEN – keep the list growing!

EVENTS

Meeting: City Council Food Meeting Discusses Sustainable Food Policy: Tuesday, December 19, 2006

The Mayor's Office of Sustainability has been working on a plan for food. The proposal will probably come before the City Council at this meeting. If you would like to speak on this proposal, please fill out a speaker card online. The meeting may run late. You can call that evening for details on when the Food Policy Council will be discussed.

Location: Oakland City Hall, One Frank Ogawa Plaza, Oakland.

Time: 7:00PM

Info: 415-425 8837, or online:

http://www.oaklandnet.com/government/city_clerk/speaker_instructions.cfm

Application Deadline: Biodiesel Intensive 2/18/07 - 2/23/07: Wednesday, December 20, 2006

This course will give you the tools to start a biodiesel filling station in your town or city. Walk away with a vision, finished business plan and everything you need to make this happen! The class will use Jennifer Radtke's zine as a text book and will include hands-on experience at the BioFuel Oasis. We encourage 2-3 people interested in starting a business from the same area to come to the class together. Class will be 8 hours each day (approximately 9am - 5pm) except for Wednesday, when students will have the day-off from class but will have homework.

Location: Biofuel Oasis, 2465 4th St., @ Dwight, Berkeley.

Cost: \$650 (includes breakfast and lunch).

Info: 415-425 8837, oasisintensive@gmail.com.

Winter Solstice Gathering: Thursday, December 21, 2006

Bring your questions about the workings of earth, and moon. Gatherings include a brief workshop on the reasons for the seasons, and a magnificent sunset (weather permitting).

Dress Warmly. The weather is part of the experience. Directions: follow the day-glo green signs ("Winter Solstice Gathering") beginning at the end of Spinnaker Way. Led by Alan Gould, Planetarium Director, Lawrence Hall of Science.

Location: Cesar Chavez Park, Berkeley Marina, Berkeley.

Time: Sunset; 4:15pm - 5:15pm.

Info: 510-643-5082.

Film: "Life of Mammals": Friday, December 22, 2006.

From bizarre (platypus), to large (whales), tiny (harvest mice), blind (golden mole), fast (cheetah), slow (sloth), to the ones that fly (bats) -- this documentary covers the entire spectrum of mammals in stunning visuals and captivating narration. The filmmaker, David Attenborough, is thorough and scientifically accurate. Before and after the film, everyone's invited to our Humanist Coffee House.

Location: Humanist Hall, 390 27th St. & 411 28th St., Between Telegraph & Broadway, below Pill Hill, Oakland.

Time: 7:30PM.

Cost: \$5 donations are accepted.

Info: 510-393-5685, <http://www.HumanistHall.net>

San Francisco Naturalist Society Winter Solstice Party: Friday, December 22, 2006

Enjoy food, drink, and the companionship of fellow Naturalists at the historic Haas-Lilienthal House. To read more about this fabulous Victorian mansion, or to get directions, go to www.sfheritage.org/house.html.

Location: Haas-Lilienthal House, 2007 Franklin Street (between Washington & Jackson).

Time: 7:00PM to 11:00PM

Info: contact Patrick at (415) 225-3830 or jkodiak@earthlink.net. RSVP required.

Volunteer: "Baker Beach Survey": Saturday, December 23, 2006

Help to identify live and dead birds and marine mammals, and count people in this survey of Baker Beach for the Farallones Marine Sanctuary Association. Email for meeting place and time. Kids and dogs on leashes welcome. No experience needed.

Location: Baker Beach, SF.

Info: 650-493-6072, pamlo@pacbell.net.

Sierra Club Solstice Potluck: Saturday, December 23, 2006

Join us for our annual solstice hike.

Bring: food to share at a potluck lunch.

Meet: 9 AM at Mountain Home on Panoramic Highway.

Leader: Pete and Judy Sager, (415)472-1275 or JPSager825@aol.com

Film: Baraka: Tuesday, December 26, 2006 - Saturday, December 30, 2006.

This movie is a celebration of the interconnectedness of nature and humanity and includes footage from places like Mt. Everest, Angkor Wat, Tienanmen Square, the Brazilian rain forest, the Pyramids of Giza, the burning oil fields of Kuwait, and the Galapagos Islands. It is a cinematographic quest to explore the meaning of the Sufi word "Baraka." The 96 minute film shows nightly at 7:15pm and 9:30pm, as well as Saturdays at 2pm and 4:15pm and Wednesdays at 2pm.

Location: Red Vic Movie House, 1727 Haight St., SF.

Cost: \$8.50.

Info: 415-668-3994, <http://www.redvicmoviehouse.com>.

Building Progressive Populist Possibilities: Thursday, December 28, 2006.

Building Progressive Populist Possibilities with a New Congress. Speakers include:

- Ralph Nader
- Peter Camejo
- Matt Gonzalez
- Newly Elected Green Mayor of Richmond, Gayle McLaughlin

Followed by Question & Answer. Limited Seating, tickets \$5 at the door or in advance.

Time: 7:00PM to 9:00PM

Location: The Roxy Theater, 3117 16th Street [at Valencia] **San Francisco**

Info: Matt Zawisky, (716) 479-2351, Votecamejo@topica.com

Birding for Everyone: Saturday, January 6, 2007

Take a leisurely nature walk through the microhabitats of the San Francisco Botanical Garden at Strybing Arboretum in Golden Gate Park and search for the California quail and other birds that stop off here to rest or nest! Tour led by Darin Dawson, SFNS Treasurer and SFBG Docent, Angie Geiger, and Nancy DeStefanis, SF Nature Education.

Location: meet at San Francisco Botanical Garden bookstore, near the main gate (Martin Luther King Drive near 9th Ave. and Lincoln Way).

Bring: Binoculars (if you have them) and a pencil.

Time: 10:00AM to 12:00PM.

Children 7 and older, accompanied by an adult, are welcome. Rain cancels.

Info: www.sfnature.org.

Cost: free, donations welcome.

La Playa and Wawona Habitat Restoration Workparty: Saturday, January 6, 2007.

Time: 9:00AM to 12:00PM.

Info: contact Kristin at (415) 753-7265.

Cost: Free.

Volunteer Day in Buena Vista Park: Saturday, January 6, 2007

All levels of ability and gardening skill are welcome! We furnish gloves (or bring your own), tools, warm & tasty refreshments, and the opportunity to spend some time in (and helping!) a wonderful Park. It's a great chance to meet and share some "work-fun" with neighbors and others who love BV Park.

Time: 9:00AM

Location: Meet at the Children's' Playground, above Buena Vista West at Waller Street.

Cost: Free.

Lecture: "My Toxic Body: One Man's Journey to Find the Pollution Within": Tuesday, January 9, 2007.

David Ewing Duncan, (Author; Contributing Editor, *National Geographic*; Co-host, "BioTech Nation," NPR) is on a quest of chemical self-discovery. He was tested for 320 chemicals he might have picked up from food, drink, the air and ordinary products – compounds acquired by merely living. He ran the tests to learn what substances build up in a typical American over a lifetime, and where they might come from. What he found was disturbing. He'll keep flying, scrambling his eggs on Teflon and using that scented shampoo. But he'll never feel quite the same about the chemicals that make life better in so many ways. Duncan speaks in San Francisco for the first time about this fascinating journey sponsored by *National Geographic*.

Time: Check-in: 6:00PM

Program: 6:30PM

Reception and Book signing: 7:30PM

Location: Commonwealth Club office, 595 Market St., 2nd Floor, San Francisco

Cost: \$12 for Members, \$20 for Non-Members, \$7 for Students (with valid ID; to reserve student tickets call 415-597-6705)

Info: <http://commonwealthclub.org/featured/#duncan> or (415) 597-6700

Green Movie Night – "Kilowatt Ours": Thursday, January 11, 2007

The film opens with Vice President Dick Cheney's energy policy speech in which Cheney makes the claim that America needs nearly 1900 new power plants in the next 20 years to meet projected electricity demands. From here, filmmaker Jeff Barrie takes viewers on a journey from the coal mines of West Virginia to the solar panel fields of Florida, as he discovers solutions to America's energy related problems.

Time: 6:00PM to 9:00PM

Location: Little Roxie Theater, 3125 16th Street, SF.

Official movie site: <http://www.kilowattours.org/>

"Creating a Truly Green, Socially Responsible Business": Thursday, January 11, 2007.

With Greg Steltenpohl and Magatte Wade-Marchand, Founders, Adina World Beverages.

When Wade-Marchand returned to her native Senegal, the juices she loved as a child were being replaced by Western soft drinks. She met with Odwalla founder Steltenpohl, and the result is San Francisco-based Adina World Beverages, which pursues its vision of corporate social responsibility by working with local, fair-trade farmers.

Time: Reception: 5:30PM

Program: 5:45PM

Location: Commonwealth Club office, 595 Market St., 2nd Floor, San Francisco

Cost: Members: \$8.00

Non-Members: \$15.00

Info: (415) 597-6700 or <http://commonwealthclub.org/mlf.html>

Program Organizer: Eric Corey Freed

Co-sponsored by organicARCHITECT

Grow a Greener Community – Become a Master Composter: Friday, January 12, 2007

Inspire others and make a difference in your community. The annual Master Composter Training Program is currently accepting applications from Alameda County residents for the 2007 Class. The Master Composter Program is a certificated, extensive compost course. Participants receive training in the art and science of basic and worm composting, soil health, and Bay Friendly gardening techniques. Participants use this knowledge to train others through a compost community outreach project. All participants receive a compost bin and several composting and gardening books, including the East Bay Municipal Utility District's "Plants and Landscapes for Summer Climates of the SF Bay Region." Teachers who complete the program are eligible for a \$200 stipend to use toward school garden and/or classroom compost activities. Classes will meet Tuesday nights weekly from early February through mid-May 2007, with 2 Saturday field trips. The Program offers graduate level and continuing education credits from California State University at Hayward or credit from Merritt College Landscape Horticulture department. Master Composter training enhances the skills of community leaders, activists, educators, environmentalists, gardeners, and recyclers. We encourage people of all ages, abilities, and ethnic groups to apply. If you have ideas and energy for community actions, this class is for you. **Complete an application by January 12, 2007.** Reserve the evening of January 17 & 18 for an interview. Visit our website at www.BayFriendly.org to apply on-line or download an application. From the home page, click on the Bay-Friendly Gardening link on the bottom left, click on the Residents icon, and then the Master Composter Program link. The website also provides a class syllabus and examples of projects from past participants. For more information, please contact StopWaste.Org at (510) 444-SOIL or www.BayFriendly.org.

Exploring the Dunes: Saturday, January 13, 2007

Did you know there's a National Wildlife Refuge in Antioch? Here's your chance to explore this refuge that is usually closed to the public. This guided tour (1-1.5 mile) will focus on the wonders of Antioch Dunes National Wildlife Refuge. Wear sturdy shoes for the sandy hike along the dunes.

Location: Antioch Dunes NWR, Antioch

Time: 10:00AM to 11:00AM. All ages welcome. No reservations required. No facilities.

Info: call (510) 521-9624 for additional information and directions.

Cost: Free.

Ocean Film Festival: January 19-21, 2007

The 4th San Francisco Ocean Film Festival will be held at Fort Mason's Cowell Theatre from the 19th to the 21st of January. The film festival celebrates the sea with inspirational films and lively discussions on oceanography, saltwater sports, and coastal cultures.

Info: <http://oceanfilmfest.org>.

Point Reyes National Seashore Mycoblitz Forays: Saturday, January 2007

Meet at the Bear Valley Visitor Center at 9 am to sign up for a collecting route and get maps, wax bags, and field labels. This is an effort to document the fungi at Pt. Reyes and is a cooperative venture of local mushroom clubs, UC Berkeley, and the national park. Learn about fungi and the unique habitats of Pt. Reyes. Bring mushroom collecting baskets, a tackle box (for small specimens), digging tools or a pocket knife, water, whistle, compass, and lunch.

Info: go to www.mssf.org for more information.

Cost: Free.

Friends of the Urban Forest Pruning Workshop: Saturday, January 2007

With guest arborist Todd Prager of Bay Horticulture.

Location: Meet at Lakeshore Elementary School, 220 Middlefield Dr. (near Ocean).

Time: 9:00AM to 12:00PM. Rain or shine.

Info: Contact Ellyn Shea at (415) 561-6890 x102.

Cost: Free.

Restore Arroyo Viejo Creek!: Saturday, January 20, 2007

Help maintain the restoration site at Arroyo Viejo Park or come out and learn how to propagate local native plants at the Joaquin Miller Native Plant Nursery. Have fun with your neighbors, while helping to improve our local watershed. Snacks Provided! Sponsored by the City of Oakland Arroyo Viejo Watershed Awareness Program and the Oakland Zoo.

Location #1: Arroyo Viejo Park, 7701 Krause Ave., Oakland

Time #1: 10:00AM to 12:00PM.

Location #2: Joaquin Miller Park Native Plant Nursery, Sanborn Dr. off of Joaquin Miller Rd., Oakland.

Time #2: 1:30PM to 4:00PM.

Info: contact Doria Robinson at (510) 665-3508 or Doria@thewatershedproject.org; or go to <http://groups.yahoo.com/group/ArroyoViejoCreekKeepers>.

Cost: Free.

Adult Beginning Birdwatching : Saturday, January 20, 2007

Can you tell a mallard from a northern shoveler? If not, join birding enthusiast Ceal Craig for a beginning birdwatching program and get to know the most common refuge visitors. Start with a slide show to learn how to recognize the regulars, then take a walk with our binoculars to try your new skills. Program intended for adults. Reservations required.

Location: Environmental Education Center, Alviso.

Time: 3:00PM - 4:30PM.

Info: call Laurie McEwen at (408) 262-5513 ext. 102.

Cost: Free.

All About Mushrooms: Sunday, January 21, 2007

Join [Charmoon Richardson](#) for a wide-ranging presentation with discussions, displays, and a slide show—all about mushrooms! During this overview of Northern California's wild mushrooms, we'll learn the basics about how to tell good mushrooms from bad and the vital roles mushrooms play in nature's web of life. Charmoon will also share fascinating facts of mushroom biology and basic techniques for mushroom identification, including common mushrooms of backyards and urban areas. There will also be information on growing culinary and medicinal mushrooms at home, followed by a cooking (and tasting!) demonstration.

Location: Point Reyes Field Seminar

Time: 10:00AM to 2:00PM.

Cost: \$55.

Info: go to www.ptreyes.org/field/fsnat.html to register.

“What's next for the Presidio?” Tuesday, January 23, 2007

The Presidio's transformation from military base to national park in 1994 changed the landscape of San Francisco, adding not only a new park, but also a new neighborhood to the city. The Presidio Trust is the federal body that rehabilitates the Presidio's buildings and infrastructure and is restoring its open spaces and historic resources. Executive Director Craig Middleton will outline his vision for the future of this priceless regional resource.

Time: Reception: 5:15PM

Program: 5:45PM

Location: Commonwealth Club office, 595 Market St., 2nd Floor, San Francisco

Cost: Members: \$8.00

Non-Members: \$15.00

Info: (415) 597-6700 or <http://commonwealthclub.org/mlf.html>

Program Organizer: Kerry Curtis

Urban Island Biogeography: Thursday, January 25, 2007

Wrentits, brush rabbits, frogs, coyotes, and quail in a City perspective, with Josiah Clark.

Location: San Francisco Natural History Lecture Series. Randall Museum
Time: 7:30PM.
Info: call (415) 554-9600.
Cost: Free.

California Academy of Sciences Teacher Workshop: Saturday, January 27, 2007

Education for Sustainability: Organic and Local. This workshop begins with produce shopping at the Farmer's Market, followed by an exploration of the "organic" and "locally grown" designations. At the end, participants will prepare and enjoy a healthy, organic lunch! Register by calling (415) 321-8000.
Time: 8:00AM to 1:00PM.
Cost: \$40 members, \$45 non-members (includes lunch).

Winter Birds of Tomales Bay: Saturday, January 27, 2007

Pt. Reyes Field Seminar led by [David Wimpfheimer](#). Tomales Bay is an important wintering area for thousands of loons, grebes, ducks and other waterbirds. The tidal flats, marshes, rocky shores, and beaches provide diverse feeding areas for raptors, shorebirds and waders. We will focus on bird identification and behavior during short and easy walks. Our trip begins in Point Reyes Station and we will car-caravan to several sites along the east shore of the Bay, including Cypress Grove Preserve, a research center of Audubon Canyon Ranch (www.egret.org) which protects its nearly 500 acres of important and diverse lands on Tomales Bay.
Time: 9:00AM to 3:00PM
Info: go to www.ptreyes.org to register.
Cost: \$49.

Marin Mushroom Mania: Saturday, January 27, 2007

Location: Marin Art and Garden Center
Time: 9:00AM to 1:00PM.
Info: go to www.mssf.org.

Symposium: Wildlife and Invasive Plants: January 30-31, 2007

"Finding Common Ground to Protect Ecological Diversity." A joint symposium of the Western Section of the Wildlife Society and Cal-IPC. The Wildlife Society addresses research and management issues related to invasive plants and wildlife. This 1 1/2 day symposium features research and management updates, a poster session, and a panel discussion.
Location: Portola Plaza Hotel, Monterey.
Info: www.cal-ipc.org.

Forum: Zero Waste – What Does It Mean?: Monday, January 30, 2007

Sierra Club Member Education Forum
7:00 to 9:00 pm at the Peninsula Conservation Center, Kestral Room; Palo Alto

The Loma Prieta Chapter of the Sierra Club and the Northern California Recycling Association (NCRA) are hosting an education forum to help Sierra Club members understand what zero waste means and to develop specific zero waste actions to ask residents, businesses and local governments to adopt.

We will show a short documentary "Point of Return" that illustrates what happens to recyclables after they leave the curb and then explores sustainable choices with regard to local, regional, and international consequences. Zero Waste leaders will be available to lead a lively discussion on potential local actions and the next steps needed to reduce human impacts on the environment. Please rsvp to Ann Schneider at 650 962-0404 or SchneiderAnn@juno.com so we can order beverages and set up the room.

For directions to the Peninsula Conservation Center call 650 390-8411 x 345 or go to www.lomaprieta.sierraclub.org/directory.html.

Northern California Recycling Association's Recycling Update XI: Tuesday, April 4, 2006

Go from out of touch to up-to-date in one work day. It's NCRA's Annual Conference, this year at the Oakland State Office Building. Registration coming soon.

Time: 8:45AM to 4:30PM

Location: 1515 Clay Street, Oakland.

Cost: \$65 for NCRA members, \$80 for non-members (includes catered lunch). Payment required before the conference or at the door. We will NOT be invoicing for payment after the event, so be sure to bring a check if you don't pre-pay.

Info: <http://www.ncrarecycles.org/ru/ru-promote.html>

JOBS

The Pacific Institute: Research Associate

The Pacific Institute (www.pacinst.org) has a position open for a Research Associate in water resources modeling and analysis. The Pacific Institute is an independent, non-profit center created in 1987 to conduct research and policy analysis in the areas of environmental improvement, sustainable development, and international security. Underlying all of the Institute's work is the recognition that the pressing problems of environmental degradation, regional and global poverty, and political tension and conflict are fundamentally interrelated, and that long-term solutions must consider these issues in an interdisciplinary manner. The Institute strives to improve policy through sound research and dialogue with policymakers, activist groups, and the general public from international to local levels. The Institute has three major programs: Water and Sustainability, Economic Globalization and the Environment, and Community Strategies for Sustainability and Justice. Through our research we aim both to understand the world better and to change it in positive directions. A staff of around 15 conducts research and runs the day-to-day operations of the Institute. A Board of Directors oversees Institute activities.

We seek an individual to work on ongoing projects related to sustainable water management and use with experience in quantitative analysis and modeling (water-use efficiency, climate projections and water demand forecasting, energy and water, agricultural economics, and similar topics).

Most modeling is likely to be Excel-based, but experience with other platforms should be noted. Interest and experience in diverse aspects of freshwater management and use are important advantages. Current projects include development of a user-friendly Excel-based water conservation program, a "cost-of-implementation" calculator, analysis of energy use in water management, forecasting of U.S. water futures, and models to evaluate the effects of climate on water demand.

Job Responsibilities

The Associate will report to the President and will work across programs at the Institute. Depending on entry level, responsibilities will include the following:

- Collaborate with other Institute staff and contribute expertise to existing programs in the areas of sustainable water systems.
- Produce and use well-designed models for assessing a wide range of water-related issues, as noted above.
- Contribute to Institute reports and written products in both technical and non-technical areas. Peer-reviewed publications are encouraged.
- Design and conduct new research projects related to the Institute's programs.
- Present Institute results in public speaking and written and oral testimony before policymakers.

Knowledge and Training

- Advanced degree in water resources, environmental modeling, or comparable field preferred.
- Appropriate experience in related fields can be substituted for advanced degree.
- Advanced familiarity with Windows-based software including Microsoft Word and Excel, with a particular interest and experience in Excel (or comparable) model development;
- Demonstrated research and writing skills;
- Understanding of both the research and policy aspects of global environmental issues;
- Demonstrated capacity to work effectively as a team player, and colleague;
- Public speaking experience is a plus;

- Ability to manage time effectively, handle multiple tasks, and meet deadlines. Must be self-directed;
- Flexibility, curiosity, and a sense of humor.

Compensation

The salary is competitive and commensurate with experience. Anticipated starting range: \$35,000 - \$50,000, depending on skills and experience. The Institute provides a highly competitive benefits package including a fully paid group health plan, employer sponsored retirement plan, and provisions for vacation, sick leave, and observed holidays. This is a full-time, salaried position.

Closing Date

The position will remain open until filled. Anticipated start date: January 1, 2007.

To Apply

Please submit a cover letter, résumé, and names and contact information of three references to:

Dr. Peter Gleick, President
654 13th St
Oakland CA 94612
Fax: 510-251-2203
Electronic mail: pgleick@pacinst.org

The Pacific Institute: Program Associate

The Pacific Institute is seeking a new full-time Program Associate for the Community Strategies for Sustainability and Justice (CSSJ) Program. Founded in 1987 and based in Oakland, California, the Institute works to develop solutions to the related problems of environmental protection, economic development, and human health from the local to the international level. The CSSJ program was launched in 1995 to assist communities in addressing critical human health and environmental issues. Our program work includes community based participatory action research, technical and policy analysis, community education, and leadership development. Our goal is to empower community residents so that they can have a real say in their future. The target populations addressed through the program are low-income and people of color communities in California.

Position Description

The Institute is seeking an experienced Program Associate with a community/urban planning background who can lead our efforts in two main initiatives:

1. Addressing the environmental and community health impacts of freight transport from a land use and planning perspective, and
2. Developing a Neighborhood Indicators report for West Contra Costa County focused on environmental, economic, and community health issues.

We seek an energetic, enthusiastic, organized person with strong analytical abilities, writing skills, and motivation. The Program Associate needs to be equally at home working with community residents, community and non-profit organizations, as well as with policymakers and regulatory agencies. Specific responsibilities will vary, but will include:

- Develop and deliver workshops on city planning, freight transport, and environmental health in Oakland and Richmond
- Help impact and develop local, regional, and statewide policies that protect the health of environmental justice communities affected by freight transport
- Conduct research on community health, environmental quality, public safety, and related topics for a Neighborhood Indicators project for West Contra Costa County; locate data down to a census tract level
- Develop capacity building trainings for local partner organizations that could include skills-based and issue-based trainings (for example: Presentation and public speaking skills and diesel pollution trainings)

Women's Environmental Network
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- Support community capacity-building, participatory research and alliance-building for West Contra Costa County Neighborhood Indicators project
- Coordinate efforts to increase the integration of public health involvement in City of Oakland planning processes
- Work with the Communications Director to prepare communications on research, including press releases and fact sheets
- Present findings of the Institute's research in public forums, including to the media
- Explore fundraising initiatives for the Community Strategies Program and help with fundraising activities, and help prepare reports to foundations and donors

Qualifications

- Master's degree in urban planning, environmental health, environmental science, public health, environmental engineering or related field, or equivalent experience
- Background or experience integrating urban planning and environmental health issues are desirable
- Bilingual in Spanish a strong plus
- Experience with community-based participatory research and / or popular education is a plus
- Excellent written and oral communications skills, strong interpersonal skills, and the demonstrated ability to work with a variety of people from diverse backgrounds, including our community partners, NGO partners, agencies, and elected officials
- Ability to communicate and translate technical, scientific, or policy-related information to a lay audience
- Strong understanding of and commitment to the environmental justice movement
- Strong organizational skills, self-motivation, and a true enjoyment of managing multiple tasks at once
- Strong policy and research skills
- A team player who works well with others as well as independently
- Excellent computer skills, including fluency with Word, Excel, Access database management, and the Internet
- Familiarity with GIS and community mapping a plus

Compensation and Benefits

Compensation includes a competitive salary commensurate with experience and a generous benefits package that includes health, dental coverage, and retirement. Details are available on request.

Closing Date

The **ideal start date** is January 2, 2007, but the position is open until filled.

To Apply

Please send a cover letter, résumé, a sample of your writing, and contact information for **three** references to:

Swati Prakash
Pacific Institute
654 13th St
Oakland CA 94612
Fax: 510-251-2203
Electronic mail: swati@pacinst.org
No telephone calls, please.

Rainforest Action Network: Webmaster

Want to put your web skills to work saving the world? At Rainforest Action Network, you'll get to do just that as you work alongside committed, energetic and enthusiastic people from all kinds of different backgrounds. Our mission is to break America's oil addiction, protect endangered

forests and indigenous rights, and stop destructive investments around the world. If you've ever wanted to make the world a better place but weren't sure how to go about it, Rainforest Action Network is the answer. We get things done, and best of all, we have fun doing it.

The Webmaster is one of two positions responsible for designing, developing and maintaining RAN's innovative web sites that serve new visitors, journalists, and our thousands of supporters around the world. The position entails site architecture, page layout, graphic elements and copy-editing, as well as back-end programming and administration of a dedicated web server. Knowledge of HTML, CSS and current web technologies and applications is vital. The position works closely with RAN's Online Organizer to continually improve and expand the organization's online presence and mobilization ability.

We are looking for a full time commitment to be an integral part of our communications team and also work directly with RAN's campaigns, development and grassroots teams. Job performance for this position will be measured by follow-through on the above requirements and increasing RAN's internet presence (search visibility, visits, bounce rates, and media hits).

General Qualifications:

- Outstanding web development and production experience
- Graphic design experience (esp. for the web)
- Strong written, oral and electronic communication skills
- Ability to organize, prioritize and complete multiple projects on tight deadlines
- Demonstrated knowledge of emerging web technologies and potential applications
- Experience in online organizing and community-building
- Familiarity with existing and emerging (non-RAN) on-line communities and blogs
- Commitment to RAN's campaigns, mission and anti-oppression values
- Desire for ongoing personal education and innovation
- Ability to work with staff in the office and on the road

Desired Technical Qualifications:

- Expert knowledge of standards compliant HTML & CSS
- Demonstrated knowledge of Photoshop and Illustrator
- Experience in web server administration (esp. FreeBSD) and programming in a PHP/MySQL environment
- Experience in video compression a plus
- Knowledge of Javascript, content management systems (esp. TYPO3) and/or email advocacy systems (esp. GetActive) a plus.

Responsibilities and Priorities:

- Design and support templates for use with TYPO3 content management system and HTML email templates for use with GetActive email advocacy campaigns
- Design powerful and effective campaign graphics for use on- and off-line.
- Develop and support web technologies like calendaring systems, photo galleries, news archives and RSS feeds
- Copy-edit all web content
- Develop and/or adapt content for RAN's blog and other online forums
- Manage registration, renewal and retirement of domain names
- Maintain TYPO3 content management system, allowing content owners to add/edit information
- Co-maintain RAN's dedicated web server and multimedia archives
- Increase knowledge of emerging web technologies and attend technology conferences
- Provide ongoing education for staff in effective and creative use of web technologies
- Provide statistics to staff and board of directors on the effectiveness of RAN's web sites
- Work with Communications, Grassroots, and Campaigns staff to increase RAN's presence in external online communities and blogs

- Recommend strategies to help RAN's online presence in order to meet RAN's diversity and anti-oppression goals.

RAN values diversity, educates staff on issues including privilege and oppression, and integrates these values into all of our work. We are seeking candidates who have a commitment to engage in this process and work with us to create a just, inclusive, and sustainable work environment and world. RAN provides all people with equal employment and volunteer opportunities.

Please send resume and letter of interest to: HR, Rainforest Action Network, 221 Pine St., Suite 500, SF, CA 94104, fax 415.398.2732, or e-mail: resumes@ran.org. No phone calls, please.

Other Information:

Supervisor: Communications Director

Status: Salaried, Full-time

Deadline: Open until filled

Rainforest Action Network: Development Associate (Telefundraising)

Rainforest Action Network (RAN) runs hard-hitting campaigns to protect the world's forests and their traditional inhabitants from extractive industries and the effects of climate change. Our campaigns focus on high impact market sectors including the logging, private financial, and automotive sectors. RAN seeks to galvanize the public's existing belief that irresponsible resource extraction in endangered ecosystems is unnecessary, that climate change is a threat to global ecosystems and the global economy, and that a mature, modern society has outgrown such practices. Several dozen top wood and paper buyers and financial institutions have begun to create policies to address these issues, with more than four hundred companies in total committing to action.

Rainforest Action Network's development team raises \$4 million annually through personal contact, direct mail, online campaigns, special events and telefundraising. The Development Associate (Telefundraising) position is responsible for making outbound telephone calls to raise funds and strengthen relationships with RAN supporters. This person will be calling both current members and members who have not given recently. There will be no cold calls, but there will be calls made to people who have limited knowledge of RAN and people who have not given in a number of years. We are looking for a dedicated person to be an integral part of our development team.

Development Associate (Telefundraising) Responsibilities:

- Engage members in conversation about recent RAN activities and encourage engagement; develop rap and adjust as needed to successfully complete objectives;
- Treat all members with respect and courtesy and respond effectively and sensitively to their concerns and objections;
- Convert current members into monthly donors and solicit additional support if they choose not to become monthly donors;
- Re-engage lapsed donors by getting them to make donations;
- Accurately record members response to fundraising appeal;
- Update member records in Raiser's Edge database;
- Meet conversion to sustainer and financial goals;
- Administrative, and other appropriate support as needed to support telefundraising program;
- Other duties as assigned by supervisor.

Organizational Responsibilities:

- Participate in RAN's staff meetings, organizational planning and training sessions as necessary;
- Share office responsibilities to maintain a healthy and safe workplace;

- Other duties as assigned by supervisor.

Qualifications

- Ability to deal with the public in a professional/courteous manner;
- Demonstrated ability to work both independently and as a member of a team in a creative, fast-paced environment.
- Ability to communicate clearly and accurately over the telephone;
- Microsoft office and database skills preferred;
- Positive and professional attitude
- Experience with telemarketing/fundraising a plus.

Other Information

Non-Exempt, Half-Time, Hourly

Hours of Work: 3 p.m. - 7 p.m., Monday - Friday

To Apply:

Please send résumé and letter of interest to: Human Resources, Rainforest Action Network, 221 Pine St., Suite 500, SF, CA 94104, fax 415/398.2732, or e-mail: resumes@ran.org. No phone calls, please.

RAN values diversity, educates staff on issues including privilege and oppression, and seeks to integrate these values into all of our work. We are seeking candidates who have a commitment to engage in this process and work with us to create a just, inclusive, and sustainable work environment, movement, and world. RAN provides all people with equal employment and volunteer opportunities.

Scientific Certification Systems: Director of Environmental Claims Certification

Summary:

The Director of Environmental Claims Certification directs the day-to-day operations of the SCS Environmental Claims Certification department. The Department certifies a variety of environmental performance accomplishments, ranging from adherence to specific environmental attributes, such as recycled content, to comprehensive certifications of environmentally preferable products (EPP) and sustainability. The Department has developed several market leading certification programs, including Indoor Advantage[®] and Sustainable Choice[®], and is extensively engaged in standards development activities, recognizing technology innovations.

Products certified by the department cross the spectrum of manufactured goods and materials, including a large number of products relevant to the green building industry, as well as home and office furniture, sanitation and cleaning supplies, fibers and textiles, paper goods, etc.

About Scientific Certification Systems (SCS)

SCS is a private for-profit company dedicated to the goal of sustainable development. Founded in 1984, SCS is recognized internationally for its third-party evaluation and certification programs in the environmental and food safety/quality arenas, and for its environmental performance standards development activities. Its programs and technical expertise span a wide cross-section of the economy including food and agriculture, forestry, floral, coffee, fisheries, energy, consumer products, manufacturing and retailing, and the home improvement and construction sectors. SCS certification programs are accredited by such organizations as the Forest Stewardship Council (FSC), the Marine Stewardship Council (MSC), and the USDA National Organic Program.

Essential Duties and Responsibilities:

The Director of Environmental Claims Certification is responsible for fulfilling, or overseeing the fulfillment of, the following areas of responsibility:

- Growth and profitability of the Environmental Claims Certification department
- Sales and marketing of programs to prospective clients

- Certification assessments / inspections/ decision-making in accordance with SCS standards
- Hiring and management of department personnel, as well as outside contract auditing personnel and/or laboratories as needed to fulfill certification assignments
- On-going client relations and support
- Identification of areas in which new certification programs, including standards development, may be appropriate, and management of new program development
- Outreach to and interface with stakeholder group and industry opinion leaders.
- Other duties and responsibilities as assigned

Qualifications:

The successful candidate will have a strong commitment to sustainability, be highly self-motivated, and a good technical foundation. The candidate will be comfortable working in a small, fast-paced entrepreneurial environment. He or she should be an adept multi-tasking individual with proven expertise and capabilities in project execution, client satisfaction, quality control, sales delivery and financial management. The director is based at SCS's Emeryville headquarters office, and reports to the president. Specific qualifications sought include:

- Minimum ten (10) years work experience in a professional capacity, including managerial experience
- Excellent organizational, writing, public speaking and communication skills
- Excellent computer skills- proficiency in Microsoft Word, Excel and PowerPoint required. Familiarity with Filemaker Pro preferred
- Experience and/or education in science, engineering, chemistry or related environmental field
- Master's degree preferred
- Experience in standards development preferred
- Experience developing and implementing strategic initiatives that transform products, businesses or markets
- Familiarity with LEED, USGBC and understanding of green building issues preferred
- Experience or familiarity with ISO-9000 and ISO-14000 Total Quality Management and Environmental Management auditing and certification preferred

Compensation:

Compensation is based on qualifications and prior experience. SCS offers a competitive benefits package including vacation, health, dental, and 401K.

To Apply:

Send resume plus cover letter, including 3 references, to lbrown@scscertified.com or Scientific Certification Systems (SCS), 2200 Powell Street, Suite 725, Emeryville CA 94608. Written inquiries only.

Union of Concerned Scientists – California Organizer

UCS seeks a dynamic Organizer to build momentum and support for clean energy, clean vehicles, and effective global warming policies in key legislative districts in California. Under direction of the California Outreach Coordinator, the Organizer will develop and implement outreach/organizing plans including cultivating relationships in diverse communities with key allies, and recruiting and mobilizing activists through on-the-ground efforts and web-based organizing tools.

UCS is a science-based partnership of citizens and scientists working to preserve health, protect safety, and enhance quality of life. UCS was founded in 1969 and currently has a membership and activist base of over 100,000, a staff of 100, and offices in Cambridge (MA), Washington (DC), and Berkeley (CA). The Berkeley office focuses on clean vehicles, renewable energy, and climate change issues.

Responsibilities:

The essential job duties/responsibilities of the position are included in but not limited to the information listed below.

- Develop and lead organizing activities with UCS activists, allies, and targeted members of the public in key legislative districts in support of UCS's California campaigns on vehicles, energy, and climate issues.
- Cultivate relationships with key allies such as scientists, Latino community leaders; labor, religious, business, and environmental justice groups.
- Help build a foundation of engaged, educated, and active UCS activists and other allies in key legislative districts.
- Maintain, expand, and utilize the California super-activist database through on-line and off-line activities.
- Contribute to relevant California action alerts to notify UCS activists of opportunities to influence policy decisions.
- Help to explore and develop creative new ways to use UCS's electronic organizing tools.
- Actively look for other outreach opportunities to advance UCS campaigns and organizational goals in California. Design activities and events to target specific audiences and constituencies.
- Keep UCS's California web pages up to date.

Education and Experience:

- Position requires knowledge of grassroots organizing skills and effective issue campaign development on the local and state levels.
- Bachelor's degree or equivalent experience is required.
- Working knowledge of general transportation, energy, and climate policy and the California legislative process is needed, as are skills in public speaking and electronic communication.
- Fluency in Spanish and English is strongly preferred, as is familiarity with the Central Valley and/or southern California.
- Experience with on-line activism is a plus. Proficiency in word processing and database software is required.
- Position requires at least three years of progressively responsible related experience, including organizing and campaign planning/strategy development. Strong writing, verbal, and inter-personal skills necessary.

Position Details:

Start date: first week of January 2007. Salary commensurate with experience and training. Excellent benefits. Position is located in Berkeley, CA, and will entail travel to the Central Valley and southern California. UCS is an equal opportunity employer continually seeking to diversify its staff.

To Apply:

Please send a letter of interest and resume to cajobs@ucsusa.org. Applications will be accepted until position is filled. No phone calls, please.

Solar Living Institute: Administrative Assistant

Performs general secretarial and administrative duties, database management, and routine clerical and typing work.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Maintains administrative and archival files.
- Analyzes routine operating practices and procedures to ensure smooth and efficient office operation.

- Maintains systems, procedures and methods for record keeping, cost gathering and accounts reporting
- Prepares a variety of reports.
- Fulfills e-commerce orders.
- Insures accurate codes and charges for all data entries.
- Interacts with vendors and public to answer questions.
- Obtains, organizes and drafts administrative materials for public information or organizational use.
- Provides guidance and consultation to co-workers and general public on organizational and administrative matters.
- Provides a variety of supportive services as directed by the operations manager and/or executive director.
- May supervise volunteers.
- Performs other related duties as required.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Read the full job description here: <http://solarliving.org/download/admasst.pdf>

To Apply:

Submit cover letter, resume, and pay requirements to:

Executive Director
Solar Living Institute
P. O. Box 836
Hopland, CA 95449
bob.gragson@solarliving.org

California Public Utilities Commission: Public Utilities Regulatory Analyst

Do you want to make a difference in California's energy future? The California Public Utilities Commission's (CPUC) Energy Division is seeking qualified candidates to implement groundbreaking climate change programs (including efficiency & renewable energy), and to help minimize high energy costs for California ratepayers while providing for essential investment in tomorrow's energy infrastructure. We are looking for candidates with degrees in economics, finance, engineering or public policy with an interest in utility regulation, market structure, energy policy, climate change, environment and/or sustainable technologies.

The California Public Utilities Commission's Energy Division is hiring economists and policy analysts to fill multiple positions at all levels in the job classification Public Utilities Regulatory Analyst (PURA) I through V. Recent graduates, as well as seasoned analysts, are encouraged to apply to assist the Commission in a broad range of policy issues including climate change, utility rates and cost of service, utility rate design and cost allocation, electricity procurement and resource planning, resource adequacy, capacity markets, energy efficiency programs, demand response programs, renewable energy and distributed generation programs, low-income energy assistance programs, natural gas procurement and planning, transmission permitting, distribution and transmission system reliability, and compliance with environmental permitting regulations. The Energy Division's analysts also provide expert witness testimony to represent the Commission in matters before the Federal Energy Regulatory Commission.

The Public Utilities Regulatory Analyst positions offer a monthly salary ranging from \$3,338 to \$7,181 depending on qualifications and experience. These are State of California civil service positions, which require a qualifying exam and placement on an eligibility list prior to applying for specific job openings.

Please review the web site links below, and then if you are interested in a position with the Energy Division, contact Ken Lewis at 415/703-1090, or email kl1@cpuc.ca.gov. Ken can provide interested candidates with more information about the Commission's exam and hiring process. Candidates must first apply to take a civil service exam, place on an eligibility list, and then apply for specific job postings. As a first step, interested candidates should thoroughly review the weblinks below.

- General Information on CPUC jobs (including all other divisions and job classifications) is available here: <http://www.cpuc.ca.gov/static/jobs/index.htm>
- Information on how to submit an application for testing at each level of the Public Utilities Regulatory Analyst (PURA) civil service exams are available here:
Level I: <http://www.cpuc.ca.gov/static/jobs/openexam/puraexam.htm>
Level II - III: http://www.cpuc.ca.gov/static/jobs/openexam/050124_pura2_3.htm
Level IV-V: http://www.cpuc.ca.gov/static/jobs/openexam/pura_nov2004.htm
- Information on currently open positions in the Energy Division (Note: candidates must have already passed the civil service exam in order to apply to these Job Bulletins): <http://www.cpuc.ca.gov/static/jobs/jobfocus/division/energy.htm>
- More information on the CPUC's Energy Division is available here: <http://www.cpuc.ca.gov/static/energy/index.htm> and you can read about many of the CPUC's Hot Energy Topics here: <http://www.cpuc.ca.gov/static/hottopics/1energy/index.htm>

The California Public Utilities Commission regulates privately owned telecommunications, electric, natural gas, water, railroad, rail transit, and passenger transportation companies. We are responsible for ensuring that customers have safe, reliable utility service at reasonable rates, protecting against fraud, and promoting the health of California's economy. (www.cpuc.ca.gov)

Location: San Francisco, CA
Salary: \$3,338 to \$7,181/month depending on qualifications and experience

Urban Creeks Council: Executive Director

Urban Creeks Council (UCC) seeks an Executive Director committed to the organization's mission who can inspire, lead, and further develop the Board of Directors and staff. Currently operated by an eight member board and staffed by four dedicated professionals, UCC has an annual operating budget of \$500K.

This position is a unique opportunity for an articulate individual committed to environmental protection and to leading a highly respected and effective organization.

About the Organization: Since 1982, the Urban Creeks Council has been a recognized leader in advocating for and implementing ecologically-sound, community-based practices to preserve, protect and restore creeks. UCC implements innovative design and build solutions for creek restoration projects, educates and mobilizes communities around creek issues, and advocates at the state and local level for the value of healthy waterways.

Responsibilities

The Executive Director is responsible for leadership, fundraising, program oversight, and management of UCC and will be a strategic communicator of UCC's programs and initiatives to staff, board, funders, media, and the community.

Qualifications

Self-directed, energetic, visionary leader, strong collaborator and facilitator
Minimum 3 years nonprofit management or development experience (strong understanding of the nonprofit sector and of the particular needs of a small organization)
Demonstrated experience in fundraising (including understanding of and connections to funding communities), nonprofit fiscal management, budget preparation
Excellent written and verbal communication as well as strong interpersonal skills
Experience working with boards of directors and community-based organizations

The ideal candidate will be an enthusiastic leader with a strong background in fundraising, financial organization, personnel management, and organizational growth. They will also have experience managing a small, independent organization and a track record developing collaborative working relationships with community groups, environmental organizations, and governments. A commitment to and knowledge of creek restoration and related fields is preferred.

Salary is commensurate with experience and includes benefits, generous vacation, and congenial workplace in a building located on Strawberry Creek Park, site of one of the first daylighting projects.

To Apply:

To apply send cover letter, including salary requirements, and resume to: afateman@gmail.com. No calls or faxes, please. For more information on UCC and/or a full job description visit www.urban creeks.org. This position is open until filled.

UCC is an Equal Opportunity Employer. People of color are encouraged to apply.

Boalt Hall School of Law, UC Berkeley: Legal Assistant II

UC Berkeley's School of Law (Boalt Hall) is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues.

The Faculty Support Unit (FSU) provides comprehensive support to Law School faculty for teaching, research, and pro bono activities. The Legal Assistant II serves as administrative assistant for three or more law professors; performs broad range of administrative and support tasks (including: legal word processing; editing; legal research; course material compilation and preparation; scheduling; exam administration and proctoring); establishes methods for analyzing, prioritizing, organizing, and completing detailed, complex tasks.

Location: Berkeley

Salary: \$15.75 – 16.40/hour

FT/Temporary

How to Apply:

To review the job description, qualifications, and apply online, please go to:

<http://jobs.berkeley.edu> indicating the job req. #5580.

Organization Web Site: www.jobs.berkeley.edu

Sierra Club: Editor In Chief

Description:

Sierra Club, America's oldest, largest and most influential grassroots environmental organization, is seeking an Editor in Chief for our award-winning magazine, Sierra. Lead the editorial and creative team of Sierra, a highly visual magazine that features strong reporting and engaging writing on outdoor, environmental, and lifestyle topics. Published bimonthly, the magazine reaches 1.3 million people across North America.

Sierra Club members are more than 750,000 of your friends and neighbors nationwide. Inspired by nature, we work together to protect our communities and the planet. The Sierra Club has been instrumental in preserving wilderness, wildlife and nature's most splendid wild places since 1892 by taking action when and where it's needed most.

Additional Qualifications:

Qualified candidates will have exceptional writing and editing skills, substantial editorial experience in a variety of communications media, proven ability to engage the public, the ability to manage and lead a talented staff and good knowledge of magazine publishing operations. Position is based in our San Francisco headquarters office.

How to Apply:

To apply for this position, send or email a resume showing chronological job history, a cover letter, a published article and copy of a publication on which you have worked (specifying "Editor in Chief" in the subject line) by January 16, 2007 to:

Sierra Club - Human Resources
85 Second Street, 2nd floor
San Francisco, CA 94105
E-mail: resumes@sierraclub.org
FAX: (415) 977-5796

Sierra Club is an equal opportunity employer committed to workplace diversity.

BD Biosciences: Environmental, Health & Safety Specialist (San Jose, CA)

BD Biosciences is currently seeking an EH&S Specialist to join our EH&S department in San Jose, California. Interested candidates may send their resumes to Andrea_Maki@BD.com.

Job Description:

As the EH&S Specialist, you will perform tasks guided by established policies and procedures and under general direction from EH&S Management. You will interpret, execute and possibly modify policies. You may act as lead person or technical advisor on small to medium projects. You will also be asked to assist in the investigation of accidents, injuries and complaints concerning hazards or uncomfortable conditions in the workplace, recommending improvements in processes, design, procedures and operating equipment, to minimize the hazard potential. You will be the primary point of contact for day to day questions relating to EH&S and you will be responsible for ensuring our programs are up to data and conveyed to our customers throughout the site.

Qualifications:

A well qualified candidate will have several years experience with increasing responsibility in all areas of environmental health and safety. You will have prepared or assisted in the preparation of policies and procedures. You will have prepared and conducted safety trainings of various technical subject matter. You will be familiar with laboratory environments in research and development as well as in manufacturing production and quality control. You will also have an excellent working knowledge of local, State and Federal Regulations that apply to our operations including but limited to Federal OSHA, EPA, and California Health & Safety Code.

Duties and Responsibilities

Your routine duties will include

- Maintaining permits including storm water pollution prevention, HMBP, air quality, NPDES, Medical and Hazardous Waste, and others.
- Developing and conducting employee training programs in areas such as spill response, regulated waste management, recycling/green initiatives and others as needed, providing regulatory interpretation and technical advice.
- Participating in or conducting EHS Audit/Inspections

- Completing Accident Investigations
- Managing our Hazardous Waste/Biological Waste and General Recycling Programs including identifying areas for waste reduction, recycling, and reuse
- Conducting Ergonomic Evaluations (office, laboratory and manufacturing),
- Assisting in our Radiation Safety Program
- Providing oversight for our Chemical Hygiene Program
- Assisting in Biological Safety
- Providing training and guidance for our Hazard Communication Program
- Serving on our ERT
- Assisting in Emergency and Spill Response

Knowledge and Skills

- Excellent verbal and written communication, computer and customer relation skills along with self motivation, initiative, enthusiasm and the ability to productively interact in a multidisciplinary environment are essential for a successful candidate. This position offers excellent opportunity for advancement.
- Knowledge of uniform building code, electrical safety, fork lift safety, and materials handling safety a plus.
- You must be able to periodically squat and lift up to 30 lbs.

Education and Experience

BS/BA in Life Sciences or Safety/Environmental Sciences with a 4-8 years experience, or an MS with 3 years experience in a fully mature and fully functional pharmaceutical/biotech EH&S program along with working knowledge of GMP operations and governmental EH&S regulations are required. Prior laboratory or manufacturing experience, experience with behavior based safety or lean manufacturing and/or advanced degree and/or applicable certifications a plus.

Earthjustice: Development Associate, Public Support

Earthjustice, the nonprofit law firm for the environment, currently has an opening for a Development Associate, Public Support. Earthjustice works through the courts to safeguard public lands, national forests, parks, and wilderness areas; to reduce air and water pollution; to prevent toxic contamination; and to preserve endangered species and wildlife habitat. Founded in 1971 as Sierra Club Legal Defense Fund, Earthjustice has played a leading role in shaping the development of environmental law.

Earthjustice's Public Support program—similar to other organizations' membership departments or annual fund programs—raises approximately \$6 million each year in unrestricted funds from 120,000 donors who contribute between \$10 and \$5,000 annually. The Development Associate is a vital member of a team charged with increasing annual contributions, enhancing donor satisfaction and loyalty, and ensuring the smooth operation of a wide variety of mail, online, and phone-based fundraising efforts. A substantial portion of the Associate's role consists of communicating with donors and prospective donors on the phone and through the mail.

Key Responsibilities:

- Serve as one of two main contacts for the acceptance of contributions phoned in to the organization. Ensure that all interactions with donors are accurately recorded in the database in a timely manner
- Set and meet annual revenue goals for corporate matching gifts, workplace giving, tribute & memorial gifts and newsletter & acknowledgement giving. Actively manage the related program logistics. Track, analyze and report on program metrics.

- Assist with the recruitment and upgrading of participants in Earthjustice's monthly giving program. Help identify opportunities for promoting the program to donors.
- Provide timely and professional responses to questions from current and potential donors via telephone, mail and e-mail. Help cultivate a broader awareness of the work undertaken by Earthjustice.
- Coordinate the fulfillment of acknowledgement letters, new donor welcome packages and premiums with our mail shop. Contribute to the continual improvement of related processes and materials.
- Assist in coordinating periodic tele-fundraising campaigns with outside call centers. Participate in script development, caller briefings, call monitoring and pledge fulfillment.
- Contribute to the refinement of strategies, tactics and materials related to donor retention and cultivation. Track the nature and subject of donor and prospect inquiries in order to inform our efforts.
- In collaboration with other members of the Public Support team, analyze fundraising and donor cultivation performance and trends. Track key metrics.
- Contribute to the writing and development of acknowledgment letters and other donor communications.
- Other duties as assigned.

Additional Qualifications:

Our ideal candidate will possess:

- Bachelor's degree
- 3+ years experience in fundraising, outreach, or customer service
- Excellent interpersonal skills
- Demonstrated ability to prioritize work and take initiative
- Superior writing ability. Editorial skills are a plus.
- Excellent organizational skills
- Strong attention to detail
- Research and problem solving skills
- Computer experience: including Microsoft Word and Excel; a familiarity with web applications and fundraising database packages is a plus
- Non-profit experience highly desired
- Interest in, and commitment to, conservation and environmental protection

How to Apply:

To submit your cover letter and resume, go to

http://www.earthjustice.org/about_us/jobs_education/jobs/page.jsp?itemID=29307712. Or send them to jobs@earthjustice.org. Please include Development Associate in the subject line. *Last day to apply: December 21, 2006.*

Baykeeper: Development Assistant/Associate

You can make a difference in the health of the San Francisco Bay and its watershed! Baykeeper is hiring a full-time Development Associate in its downtown San Francisco office.

Founded in 1989, Baykeeper is the environmental watchdog for the San Francisco Bay-Delta Estuary - the largest estuary on the entire Pacific Coast of the Americas. Driven by the belief that clean and healthy waters are a common asset, Baykeeper makes environmental laws work through targeted policy and legal advocacy. Recent accomplishments include securing the

nation's first controls on agricultural pollution; winning aggressive clean up measures for mercury contamination of the Bay; and a court ruling forcing the US EPA to regulate the dumping of invasive species by international freighters. Baykeeper is a founding member of the national group Waterkeeper Alliance, whose president is Robert F. Kennedy, Jr.

This position reports to the Development Director and is responsible for supporting Baykeeper's fundraising and marketing programs.

Responsibilities:

- Communicate with funders/general public in a highly professional manner
- Coordinate special events including lead operations role at annual dinner, volunteer appreciation, and major donor events.
- Process gifts and acknowledgement letters and maintain accurate database records
- Research and maintain files on giving prospects
- Recruit and manage volunteers for office support, field work, special events and workplace giving solicitations.
- Support communications program by working with printers, sending press releases, and tracking earned media
- Assist in writing foundation materials, annual reports and other collateral
- Answer phones, welcome office visitors, schedule meetings, and provide other administrative support as needed

Additional Qualifications:

The ideal candidate will have: Bachelor's degree, nonprofit experience (environmental or legal background a plus), outstanding customer service skills, excellent writing ability, volunteer management interest, event planning experience, and great judgment and organizational skills including impeccable attention to detail. Computer proficiency and database knowledge required; familiarity with Raiser's Edge a plus. Additionally, s/he will work well under pressure in an informal, team-oriented environment while maintaining a sense of humor.

To Apply:

Submit letter of interest, writing sample, resume, and list of three references to lola@baykeeper.org. Incomplete applications will not be considered. No phone calls please. Applications considered on rolling basis. Position open until filled. Last day to apply: January 19, 2007.

Ecology and Environment, Inc: Wind Energy Specialist (West Coast)

Ecology and Environment, Inc., a broad based environmental consulting firm, is seeking individuals experienced in environmental permitting of wind and other energy infrastructure projects for their San Diego, San Francisco, Portland and Seattle offices.

The ideal candidate will have 8-10 years experience leading environmental permitting efforts for the construction of energy infrastructure projects throughout the western U.S. Requirements include knowledge and experience preparing NEPA and/or CEQA and/or SEPA compliance documents; compliance with USFWS, COE and state equivalent agency requirements; and experience managing the assessment of biological resources and special status species or wetlands studies. Experience with avian or bats is desirable.

Responsibilities include identifying required environmental permits; leading interdisciplinary teams in the preparation of EIS/EIR/EAs; managing environmental studies; preparing reports and applications; and leading agency consultations. Project management responsibilities include developing and maintaining client relationships; managing project budgets and schedules; and document preparation and review. Some local and western regional travel is required.

Candidate must have outstanding writing, organizational, analytical and verbal communication skills; excellent interpersonal skills and be able to work both independently and as part of a team. A Bachelor's degree in natural science, geography, land use planning, environmental studies, or a related field is required; Master's degree is preferred. Proficiency in MS Word, Excel, Project, and other related computer software programs is required.

Please submit resumes to resumes@ene.com or mail to Ecology and Environment, Inc., 368 Pleasant View Drive, Lancaster, NY 14086, attn. Human Resources.

Sierra Club: Online/Email Outreach Administrator

Description:

The Sierra Club has an exciting opportunity for an organized and creative individual to help us manage the day-to-day operation of electronic outreach via email and our website. You'll help us grow and improve our electronic outreach activities while working closely with the Club's Online Outreach Manager, website staff, and Development department in our San Francisco headquarters. This is a great chance to do work that will help the planet while, at the same time, learning how to use the Internet for mass communication, advocacy, and fund-raising. You'll be joining a fun and close-knit team where everyone gets to be a contributor and great ideas are always welcome.

Additional Qualifications:

You should:

- Possess excellent written and oral communication skills.
- Be able to work independently and initiate and complete required projects with deadlines.
- Have prior work experience with large list management for an organization. Previous experience with a customer-relationship management (CRM) system such as Convio or Get Active is a plus.
- Have an understanding of basic HTML and Photoshop.

How to Apply:

Please send cover letter/resume (specifying " Online/Email Outreach Administrator " in the subject line) to: resumes@sierraclub.org. Last day to apply: January 26, 2007

Info: <http://www.sierraclub.org>

NO PHONE CALLS PLEASE!!!

The Natural Heritage Institute: Water Resource Engineer/Hydrologist The Natural Heritage Institute is seeking to immediately hire a full time water resources engineer or hydrologist to work directly with the CEO to develop and implement water resource management innovations in both the California and global settings. This senior level management position can be in either the San Francisco or Sacramento offices.

This person will have a leading role in the following NHI projects:

· Integration of the Sacramento Valley groundwater system into the State Water Project and the Central Valley Project through conjunctive water management. NHI and the valley's largest water management district, the Glenn Colusa Irrigation District, are partners in an effort to produce an integrated regional water resources management plan that will have as a central feature the reoperation of Shasta and/or Oroville dams in conjunction with the state's largest, and relatively undeveloped, groundwater formation to generate water for environmental restoration purposes and to improve the reliability of supplies for irrigation and municipal use both within the Sacramento Valley and throughout the Central Valley water system. Familiarity with water management institutions, infrastructure, policies and local governments within the Sacramento Valley; with the CALSIM II modeling platform; and with the California Department of Water Resources, and the Mid Pacific office of the U.S. Bureau of Reclamation, would be important qualifications.

- Physical assessment of the opportunities for improved water management in the U.S.-Mexico border water system. This project is the flagship of NHI's transboundary water resources projects. In this project, we are creating a hydrologic planning model (using the WEAP and ArcHydro platforms) for the entire Rio Grande-Rio Bravo basin, on both sides of the border, and then developing scenarios for improved water management that will be evaluated for their hydrologic feasibility and potential for expanding the water service benefits for all stakeholders. NHI is the project coordinator, with several partners on both sides of the border, including the University of Texas, World Wildlife Fund, the U.S. Geological Survey, the University of Arizona, Instituto Mexicano Tecnológico del Agua, Instituto Tecnológico Y Estudios Superiores de Monterrey and Universidad Autónoma de Ciudad Juárez. Familiarity with this water system, professional fluency in Spanish, and WEAP training would be assets for this project.

- Global Initiative to Reoperate Major Dams to Restore Downstream Ecosystems and Human Livelihoods. This ambitious program is the logical sequel to the World Commission on Dams. We are building regional components in China, Western Africa, Brazil, India/Pakistan, East African and Southern Africa, to explore the potential to reoptimize major for irrigation systems, flood control systems and hydropower generation systems for environmental performance. Experience in the design, management and operation of these types of systems, and in the regional geographies indicated, would be assets for this project. Working relationships with the global and intergovernmental institutions involved in water management would also be valuable.

- Conjunctive water management (reoperating dams in conjunction with groundwater banks): As an element of all of the foregoing projects, and to develop a conjunctive use master plan for the Central Valley of California, NHI is pioneering the concept of generating supplemental water for environmental restoration and to augment consumptive water supplies by linking surface and groundwater storage systems, thereby enabling a larger fraction of flood flows to be captured and deployed for these purposes. In a sense, this concept entails converting uncontrolled flood events into controlled flood events, tailored to achieve specified riverine and floodplain restoration objectives. Familiarity with reservoir operations, groundwater banking, fluvial process restoration, and the Central Valley water system would be assets for this project.

NHI Description: NHI is a non-profit organization of lawyers, scientists, and economists dedicated to improving the management of water resources and aquatic ecosystems in the United States and globally. Since our founding in 1989, we have been a leader in crafting innovative solutions that are based on sound science, economics and policy. For more detail on NHI, please visit our website at www.n-h-i.org.

Required qualifications:

- Advanced degree in civil engineering or hydrologic science
- Excellent analytical skills, including familiarity with modeling techniques and tools such as CALSIM II, ArcHydro and WEAP
- Minimum of 5 years of relevant experience
- Superlative written and oral communication skills
- Exceptional interpersonal skills
- A passion for conservation of natural resources
- Immediate availability

Desired qualifications:

- Substantial experience with water management institutions, infrastructure, policies and local governments within both the Central Valley and Sacramento Valley of California
- Familiarity with the Rio Grande-Rio Bravo basin
- A good technical understanding of agricultural water management, hydropower or flood control infrastructure
- Familiarity with U.S. governmental agencies; particularly the California Department of Water

Resources and the Mid Pacific office of the U.S. Bureau of Reclamation

- Familiarity with international and intergovernmental institutions involved in the water sector
- Foreign language skills (Spanish, French, Portuguese or Mandarin)

We do not expect to find this full range of capabilities in any one individual. Rather we are looking for solid relevant credentials and the ability to quickly learn these projects.

How to Apply:

Serious candidates should respond immediately with a letter of interest and qualifications, C.V., and a representative writing sample to:

Jessica Nagtalon
Natural Heritage Institute
100 Pine Street, Suite 1550
San Francisco CA 94111
jnagtalon@n-h-i.org

Please indicate "Applicant" in the subject line. No phone calls please. Last day to apply: January 28, 2007.

Silicon Valley Toxics Coalition: Office Manager

Program Overview: Silicon Valley Toxics Coalition is a diverse, grassroots organization that does research, advocacy, and organizing to address human health and environmental injustice caused by the rapid growth of the high-tech industry. Our goal is to advance environmental sustainability and clean production in the industry, as well as to improve health, promote justice, and ensure democratic decision-making for communities and workers most affected by the high-tech revolution.

Position Description: SVTC is seeking an experienced and dynamic person for the full-time position of Office Manager. SVTC is committed to administrative and programmatic excellence. As a member of SVTC's staff, the Office Manager is instrumental in meeting this commitment and maintaining SVTC's excellence as a premier environmental health and justice organization. This position reports to the Executive Director and works within the Operations Team to create a safe, pleasant and professional working environment

We seek an energetic, self-motivating and detail oriented individual who loves working in a team and can maintain multiple responsibilities in a fast-paced organization committed to social change.

Responsibilities include:

General Administrative:

- Provide telephone support
- Manage the organizational calendar
- Provide meeting support
- Manage email accounts
- Mail distribution and postage supplies
- Process shipments
- Maintain office supply stock
- Operate and manage office machinery
- Provide administrative support to program staff
- Assist Finance Manager with check receipts
- Manage petty cash fund
- Light book-keeping

Personnel:

Administer employee benefits; vacation and sick time
Monitor compliance and maintain records for state and federal human resource requirements

Technology:

Oversee and update telecommunication functions
Oversee technology functions / schedule on-site technical support as required
Oversee office management and maintain of photocopy machine and other office equipment

Facilities:

Serve as liaison with SVTC's landlord
Schedule and oversee necessary repairs/maintenance
Oversee telecommunication functions

Benefits: Generous package that includes medical, dental, vision and retirement.

Application Deadline: Position open until filled

SVTC is an Equal Opportunity Employer committed to a diverse workplace.

Additional Qualifications:

Three years of experience providing administrative support to small or mid-sized community or nonprofit organizations. Excellent written and verbal communications skills required. Bilingual/bi-literate in English and Spanish a plus. Proficiency with Microsoft Office applications desired.

How to Apply:

Send a cover letter and resume to:

Office Manager Search Committee
The Silicon Valley Toxics Coalition
760 North First Street
San Jose, California 95112

Or email: svtc@svtc.org

Please include: "Office Manager" in the subject line if replying by email.

NO PHONE INQUIRIES PLEASE!

Rainforest Action Network: Global Finance Campaigner

Rainforest Action Network (RAN) runs hard-hitting campaigns to protect the world's forests and their traditional inhabitants from extractive industries and the effects of climate change. Our campaigns focus on high-impact market sectors including the logging, private financial and automotive industries. RAN seeks to galvanize the public's existing belief that irresponsible resource extraction in endangered ecosystems is unnecessary, that climate change is a threat to global ecosystems and the global economy, and that a mature, modern society must build towards a more just and sustainable future. The Global Finance campaign addresses the pivotal role that private finance plays in shaping economic globalization and its impacts. It is one of RAN's most successful efforts to date, securing landmark social and environmental policies from several leading commercial and investment banks.

The Global Finance Campaigner will 1) work to mobilize public opposition to logging, oil, and mining projects in the Canadian boreal forest, 2) leverage pressure against Canada's top 5 banks, and 3) will work with the 5-person Global Finance Campaign team on strategies and activities to persuade banks in the U.S. and globally to develop and implement comprehensive environmental and human rights policies. RAN is seeking candidates who are self-motivated and who also works effectively in small teams, possess grassroots organizing and campaigning skills, and the ability to strategically evaluate and prioritize opportunities to mobilize stakeholders and to influence key decision-makers at high profile financial corporations.

The Global Finance Campaigner will be based in San Francisco, but will potentially spend approximately half time in Canada.

Qualifications:

We're looking for someone who can be a savvy campaigner, an exceptional motivator, a teacher and an effective organizer. The ideal candidate has experience in working with diverse coalitions, coordinating with activists from various backgrounds and experience levels, and conducting grassroots trainings in campaign strategy, media, and non-violent direct action, and other skills. The Global Finance Campaigner must be able convey RAN's mission and campaign narrative to both novice and seasoned activists alike, and to work as part of RAN's campaign team to develop strategy and outreach opportunities.

The position requires excellent decision-making skills, strategic insight, professional initiative, prioritization and time management skills and results-oriented behavior. Candidates must have a minimum of 2 years of professional organizing experience, and must be willing and able to travel frequently in the U.S. and Canada. Necessary components of this work are enthusiasm, experience organizing with diverse communities, and a serious commitment to long-term social change.

Expertise and experience in working with indigenous and affected communities in Canada on issues of human rights, biodiversity and climate justice is strongly preferred, as well as experience with corporate negotiations, research, writing, fundraising and networking skills. Knowledge of issues including corporate social responsibility, climate change, and renewable energy politics and economics is a plus; interest in anti-oppression analyses and discussions is helpful. Permission to work both in the US and Canada also a plus.

Responsibilities:

- Consistently apply pressure on campaign targets through grassroots activism and coalition work in order to expose destructive practices and force creative solutions.
- Strengthen all of RAN's campaigns by working with the Grassroots Organizing Department and campaign staff to mobilize grassroots activists on key forest, climate, and human rights issues and expand and diversify the networks working on these issues;
- Develop and mobilize a grassroots base in Canada to influence Banks in the Boreal
- Coordinate communication between affected communities, interested NGO partners, and shareholder allies around accountability initiatives, including the development of constructive engagement and/or disengagement strategies for corporate targets
- Develop and maintain effective working relationships with strategic local, regional, national and international NGOs that align strategies in key regions and sectors with coalition allies;
- Conduct or supervise necessary research to support corporate accountability goals and activities;
- In conjunction with Campaign Director and Executive Director, participate in direct communications with executive-level corporate and government officials through written and verbal communication;
- Work with communications team to develop a media strategy to promote team goals and objectives;
- In conjunction with appropriate Campaign Director, Organizing Director, and Communications Director, develop and implement strategic communications with RAN members and activists regarding identified special projects;
- Develop materials to communicate campaign work to members and activists;
- Stay abreast of developments at the regional, project and sector level for high profile projects and corporations operating in the Canadian boreal and other regions;
- Coordinate with the Director of Corporate Accountability to evaluate how and if RAN can influence these activities through existing corporate commitments;
- Stay abreast of and influence international frameworks and certifications systems as they relate

to progress in key sectors;

- Represent RAN and act as a public spokesperson for RAN as needed;
- Participate in RAN's organizational planning, anti-oppression and diversity initiatives, and training sessions. Share office responsibilities to maintain a healthy and safe workplace;
- Report to Global Finance Campaign Director regularly on accomplishments and plans of action;
- Work with other members of the Global Finance team to support work on shared priority pushes;
- Contribute to the writing and updating of campaign content on campaign related websites and for outgoing email updates and actions;
- Participate in regular performance reviews with the Global Finance Campaign Director as well as weekly Global Finance and campaign team meetings;
- Represent RAN at environmental and social justice conferences and provide motivation and tools to grassroots constituencies;
- Recruit and supervise interns and volunteers working on campaign activities, including research, execution of outreach, etc;
- Participate in RAN's organizational planning and training sessions.

How to Apply:

RAN values diversity, educates staff on issues including privilege and oppression, and integrates these values into all of our work. We are seeking candidates who have a commitment to engage in this process and work with us to create a just, inclusive, and sustainable work environment and world. RAN provides all people with equal employment and volunteer opportunities.

Please send resume and letter of interest to: HR, Rainforest Action Network, 221 Pine St., Suite 500, SF, CA 94104, fax 415.398.2732, or e-mail: resumes@ran.org. No phone calls, please.

United States Public Interest Research Group: CA Campus Organizer

What if we really could kick our dependence on oil – not just foreign oil – and make the shift to clean, renewable energy? What if we could guarantee the next generation (and the one after that and the one after that) that we won't spoil our last wild places with oil rigs or clear-cuts or super-sized vacation homes? What if hunger and homelessness in the world's richest economy was something people refused to tolerate?

Sound like a challenge? Of course it does. Society doesn't change overnight. But when someone – or more to the point, lots of someones – speak up and take action, change can happen. That's where you come in.

The state Public Interest Research Groups (PIRGs) are a network of nonprofit groups, based in states across the country, and we tackle issues ranging from the environment to energy to health care reform to hunger and homelessness. We're hiring talented and passionate college graduates for campus organizing positions.

PIRG campus organizers recruit college students, faculty and community members to investigate problems and build support for solutions. PIRG organizers, and the volunteers they recruit and train, research issues, build coalitions, work with the media, educate the public, and generate citizen support on issues ranging from poverty to environmental protection.

A typical day might include:

- training volunteers to conduct an educational program;
- meeting with a professor to plan a research project;
- addressing the City Council about a state PIRG campaign they should support; and
- talking with students about summer jobs in the grassroots campaign office you'll help direct.

We have campus organizing positions in California, Colorado, Connecticut, Indiana, Maryland, Massachusetts, Missouri, New Jersey, Ohio, Oregon, Washington and Wisconsin.

Salary & Training:

Recent college graduates earn \$23,750 in their first year on staff. In addition, full-time staff can opt into our state health care coverage, are eligible for paid sick and vacation days, and can apply for our college loan assistance program. Our staff accrue two weeks of vacation by the end of their first year and three weeks by the end of their second year. Staff are also eligible to join our 401(k) program in their second year. The state PIRGs' staff training combines classroom study with hands-on field work.

Additional Qualifications:

Passion. Persistence. We're looking for smart, motivated individuals with initiative and a strong commitment to protecting the public interest. We value experience with campus groups or student government, academic achievement, and outstanding verbal, writing and leadership skills. Most of all, we look for people who find a way to make a difference.

How to Apply:

To read more and apply online, visit <http://www.pirg.org/jobs>. Or, e-mail your cover letter, resume and a short writing sample to Sarah Bennett at hiring@pirg.org. We'll carefully consider your application, and if we think you're a good fit we'll get in touch.

The National Association of State PIRGs and all PIRG-affiliated organizations are equal opportunity employers.

If you are interested in positions for more experienced applicants, go to www.pirg.org/jobs or send an email to careers@pirg.org.

California League of Conservation Voters: Membership Administrator

The California League of Conservation Voters is the political arm of California's environmental community. CLCV is an exciting, fast-paced organization that supports environmental candidates for public office, advocates for environmental legislation and increases public awareness of the environmental performance of those public officials.

General Responsibilities:

Supervises and coordinates all daily membership operations, both prospecting for new members and renewal of current members. Primary responsibility will be supervising the twenty-four person telephone fundraising operation.

Duties and Responsibilities

- Work directly with the Membership Director to maximize the daily effectiveness of CLCV's membership staff in both their political and fundraising work.
- Assist the Membership Director in establishing department goals. Ensure that the Membership Department meets or exceeds those goals.
- Maintain daily performance statistics and report results to the Membership Director and payroll department
- Supervise the membership staff: recruit, interview, hire, train, evaluate, reward and discipline membership staff to ensure that they meet annual individual goals and objectives.
- Coordinate with the Database Administrator, the preparation and distribution of member contact records ("turf").
- Establish, according to CLCV policies, who staff should be contacting and how.
- In conjunction with the Membership Director, evaluate and maintain an effective staff bonus and incentive program to maximize staff fundraising and political success
- Other duties as assigned

Skills needed:

- Highly developed personnel supervisory skills, including recruiting, interviewing, hiring, training, evaluating, rewarding, disciplining and counseling
- Excellent organizational skills to ensure that the most important work is done on time
- Ability to work independently
- Experience in supervising membership fundraising and canvassing operations
- Excellent verbal and written communication skills
- Proficiency in a variety of computer programs including Microsoft Word and Excel

Desired Attributes:

- Highly developed ability to handle more than one task at a time
- Ability to work quickly and prioritize tasks proactively
- Confidentiality
- Experience with database programs, preferably Raiser's Edge (7.6+)
- Interest in environmental issues
- Experience with a political campaign or organization
- Personal experience fundraising for a nonprofit, either on the phone or in the field
- Bachelors Degree or equivalent experience

How to Apply:

Send cover letter and resume to MemAdSearch@ecovote.org or mail to Membership Administrator Search, CLCV, 1212 Broadway, Suite 630, Oakland, CA 94612. No phone calls, please. <http://www.ecovote.org>

Stevens and Permanente Creeks Watershed Council Part-Time Volunteer Monitoring Coordinator (Internship)

The Stevens and Permanente Creeks Watershed Council is a group of community residents, city representatives, agency officials, scientists, environmental advocates, and others interested in the watershed. The Watershed Council provides an important forum for discussion and resolution of watershed problems. Our creeks are natural treasures flowing through forested, relatively wild areas of Palo Alto and Santa Clara County and into residential and busy metropolitan areas of Cupertino, Los Altos, Sunnyvale and Mountain View into San Francisco Bay. These creeks' corridors contain much healthy "riparian" habitat that supports wildlife including threatened Steelhead Trout that migrate up Stevens creek to spawn. A primary goal of the Council is to increase community awareness and involvement in protecting and preserving healthy local watershed habitat. Currently this goal is being met through a volunteer monitoring and outreach program that gets community members involved in being active stewards of the creeks. Currently volunteers are monitoring water quality, mapping invasive weeds and participating in a partnership with the USGS to study creek benthic organisms. To learn more about the SPCWC, visit our website at <http://www.spcwc.org/>

Job Description

Stevens and Permanente Creeks Watershed Council (SPCWC) is seeking a part time, temporary intern (approximately 15 hours per week for one year) to coordinate volunteers monitoring Stevens and Permanente Creeks. The duties of this position include coordinating volunteer efforts, maintaining monitoring equipment and managing the resulting data. Assist volunteers with monitoring: dissolved oxygen, turbidity, temperature, conductivity, and pH. Assist existing GIS intern with coordinating volunteers doing invasive weed mapping, and work with the USGS and volunteers to complete a macro invertebrate monitoring program on Stevens Creek.

Requirements:

We are seeking an individual with knowledge of water chemistry, biology, and computer programs such as Word, Excel and PowerPoint. Candidate must be able to work with a wide

variety of people. Experience using GPS hardware and GIS software a plus. Candidate must have own workspace and a car or ability to transport monitoring equipment to the field.

Position Details:

Part time: Approximately 15 hours per week

Start date: As soon as possible.

Location: Work from your home and in the field in the Stevens and Permanente Creeks Watershed, including Cupertino, Mountain View, Sunnyvale, Los Altos and Palo Alto.

Compensation: \$15/hour without benefits

Duration: minimum of one year, with possible extension depending on available funds.

To Apply:

Please send a letter of interest and resume to outreach@spcwc.org

Coyote Point Museum for Environmental Education: Executive Director

Coyote Point Museum is an environmental learning center whose mission is to inspire each of us to make a lifelong commitment to act responsibly in caring for the earth. We serve 100,000 children and adults each year on-site and at schools throughout the Bay Area. Our facility includes indoor and outdoor animal habitats, an aviary, classrooms, gardens and an environmental hall. We offer one-on-one encounters with wildlife, hands-on exhibits, classes, after-school programs, field trips and camps.

Founded in 1954, Coyote Point Museum offers students and visitors a chance to experience the beauty and diversity of California's natural environment, learn about environmental challenges and solutions, and develop a greater awareness of the interdependence of people and nature. Located within the beautiful Coyote Point Recreation Area of San Mateo County and overlooking the San Francisco Bay, the Museum appeals to the diverse, multi-generational Bay Area community.

With an annual budget of \$2 million and 22 FTE staff, the Museum seeks an experienced manager to partner with its engaged Board of Trustees, staff, its active volunteers and volunteer auxiliary to transition the museum into its next stage of organizational growth. After a number of challenging years, the Museum experienced an unprecedented surge of community support this past summer with a volunteer-led campaign that raised over \$550,000 in thirty days, leading to a restructuring of the Board and a comprehensive ongoing Museum-wide effort to stabilize and increase funding, update exhibits, and reinvigorate programs. For more information on the Museum, please visit its website at <http://www.coyoteptmuseum.org>.

POSITION SUMMARY

The Executive Director reports to the Board of Trustees and oversees the day-to-day work of the Museum. The ideal candidate will be energized and enthused by the extraordinary community support and momentum, aware of the challenges in returning the Museum to stability and growth and devoted to success in partnering with an active and engaged Board, dedicated volunteers and talented staff

PRIMARY RESPONSIBILITIES

Museum Management: Work with the Board of Trustees in establishing strategies and policies and creating programs to further the Museum's mission. Oversee the development and delivery of state-of-the-art environmental education in public programs, exhibits and school services. Ensure ethical care for the Museum's living collections. Lead the management team responsible for the administration of services. Maintain the Museum's professional accreditations.

Administration/Human Resources: Oversee the recruitment, development, evaluation, compensation, and retention of staff; maintain personnel policies consistent with current law and the values of the Museum; value, promote and support the active participation of volunteers; oversee maintenance of facilities and exhibits, including management information systems.

Financial Management: Participate in three-five year financial planning; develop/oversee the annual budget; monitor and manage revenue and expenses; provide regular, accurate reporting; ensure sound accounting practices and compliance with applicable laws; and ensure successful completion of the annual audit.

Fund Development: Working with the Director of Development, actively support the Board of Trustees in aggressively expanding funding support for the Museum.

Community Relations: Maintain/develop productive working relationships with key community partners

QUALIFICATIONS

- Commitment to the mission and values of Coyote Point Museum
- Demonstrated success in personnel management and in motivating and leading staff and volunteers to achieve measurable results
- Ability to manage the day-to-day details of operating the Museum, while being able to think, plan and act strategically
- Exceptionally strong interpersonal skills; success in working with a nonprofit Board of Trustees would be an advantage, providing the essential linkage between Board and staff; a solid team player
- Financial, analytical, management and oversight skills; demonstrated ability to create and review budgets of \$2,000,000 or more; to set and achieve financial goals; to ensure adequate fiscal monitoring/reporting; and to complete audit requirements
- Understanding of and success with fundraising; knowledge of local opportunities for resource expansion
- Excellent written/verbal communication skills
- Ability to prioritize, delegate and manage multiple tasks effectively
- Integrity, initiative, decisiveness and follow through
- Minimum of eight years of progressively responsible experience in management (nonprofit management experience or understanding is preferred)
- Minimum education requirement: Bachelors Degree; advanced degree desirable (or equivalent experience)

COMPENSATION

Starting salary, benchmarked to similar Bay Area nonprofit organizations, will be based on candidate qualifications. A comprehensive benefits package is offered.

PROCESS

Interested individuals are invited to email a letter of interest (specifying ability to meet qualifications) and a resume by January 2, 2007 to: Maridel Moulton, External Search Support Organizational Development, CPMEDmmOD@aol.com

For additional information, please call Maridel Moulton at 925.376.6757.

Coyote Point Museum is an equal opportunity employer and welcomes applications from all qualified candidates

Acterra: Action for a Sustainable Earth: Marketing Communications Manager (Half-time position)

Overview:

Reporting to the executive director, the Mar Com Manager oversees, produces and/or coordinates the production of Acterra's print and electronic media. This includes managing the consistency of the look and feel of the Acterra brand and working with other staff to create primary marketing communications for all of Acterra's audiences, including members, the general public, press, donors, funders, and corporate sponsors. Acterra's mission is to create local solutions that foster a healthy natural environment. The organization's programs include two stewardship projects (the Arastradero Preserve Stewardship Project and Acterra's Native Plant Nursery), two projects to combat global warming (the Cool It! Campaign and

Green@Home), the Be the Change environmental leadership program, the Business Environmental Awards program, the Sustainable Living project and an Environmental Library and Resource Center. For further information, visit Acterra's website: www.acterra.org. We are a small organization with a friendly work environment and a shared passion for building a healthy and sustainable society.

Specific Responsibilities:

- Drive overall development of Acterra's brand and awareness
- Chair the Mar Com Committee
- Produce (designing, editing, coordinating, and some writing) Acterra's print and email newsletters
- Actively prioritize all marcom projects; delegate and outsource as appropriate
- Design, produce and update collateral materials (flyers, posters, fundraising materials, invitations, fact sheets, booklets, reports, press packets, banners, etc.)
- Supervise creation of bi-weekly electronic calendar of events
- Provide design expertise to website's technical staff
- Create event graphics and campaign identity systems
- Distribute and follow up on press releases and calendar items
- Recruit writers and pitch editors to place stories in the media about Acterra's environmental work
- Maintain appropriate documentation of newsletter, email, and other outreach processes and procedures
- Assist staff in creating effective PowerPoint presentations
- Recruit and coordinate volunteers assisting with the above tasks

Qualifications:

- Marketing communications and project management experience
- Experience in a graphic design environment with special expertise designing, editing and coordinating print and electronic newsletters
- Macintosh proficiency (OS X) and expertise in the following programs: Quark Xpress (or InDesign), PhotoShop, Illustrator and PowerPoint
- Strong project management and multi-tasking capabilities
- Excellent organizational skills, efficient and able to attend to detail
- Self directed and energetic
- A team player with a "can do" attitude and a good sense of humor, who understands the challenges of working for a small nonprofit with limited resources.
- A commitment to environmental conservation and preservation
- Experience working with the non-profit sector is a plus

Compensation: \$20,000 per year plus benefits. This is a half-time position

To Apply: Email résumé and cover letter to Michael Closson, Executive Director, Acterra, 3921 East Bayshore Road, Palo Alto, CA 94303 (MichaelC@Acterra.org). **Start Date: January 2007**

Point Reyes National Seashore Association: Executive Director

The Point Reyes National Seashore Association (PRNSA) exists to preserve the extraordinary wilderness of the Point Reyes National Seashore (Park) and to educate the public about the environment. PRNSA is a complex, multifaceted 501c(3) nonprofit organization which is financially sound, respected in the community, and enjoys a healthy partnership with the National Park Service (NPS). Each year, with the support of our members, we sponsor over one million dollars in preservation projects in the Park. More than 4,000 people of all ages attend our environmental education programs. Eleven ongoing staff and seventeen seasonal staff implement this wide range of program activity. Although 40 years old, the organization has grown tremendously over the past six years and achieved many successes. The new Executive Director will have the exciting role of leading the organization to its next stage, which will include

increasing community financial support for Park needs and expanding environmental education opportunities.

Primary Responsibilities:

- Conceptualize, plan, implement strategic growth
 - o Refine and implement the 2006-2011 strategic plan, which prioritizes expanding fundraising for Park enhancement projects and expanding environmental education programming in the Park.
 - o Work closely with NPS staff, PRNSA staff, our Board of Directors (Board), and community partners to take advantage of strategic opportunities that arise and craft the most advantageous response.
 - o Build the consensus and understanding among Board, NPS staff and PRNSA staff to successfully choose and implement new strategic initiatives.
- Sustain core operational & program areas
 - o Supervise and coordinate the core environmental education programs of the organization: Nature Science Summer Camp, Environmental Education Center School Program, and Field Seminars.
 - o Supervise and coordinate core operational areas: 3 Revenue-Generating Bookstores in the Visitor Centers, Development Department, Finance and Administration Department, and Special Park Projects (currently a collaborative \$5,000,000 wetlands restoration project).
- Sustain and enhance partnership with NPS and other collaborators
 - o Maintain the complex collaboration at the core of PRNSA's mission to support the goals of the NPS. Meet regularly with Park Superintendent and Park staff to coordinate programs, solve problems, and design new initiatives.
 - o Work with various NPS technical experts to help implement grants that PRNSA receives and serves as fiscal sponsor on behalf of the Park.
 - o Work closely with other government agencies and nonprofit organizations on collaborative efforts to enhance the Park.
- Provide leadership and management
 - o Provide the inspirational and creative leadership that builds a strong sense of teamwork among the diverse staff of PRNSA and the different program areas.
 - o Supervise five staff positions and provide: feedback on performance, work plan development and problem solving, and overall coordination among the organization programs.
 - o Oversee hiring and employment practices according to employment law and PRNSA employee handbook.
- Lead fundraising for annual operating expenses and special projects
 - o Implement the annual campaign (approximately \$500,000) for operating revenue and small to moderate size Park projects. Implement fundraising in the areas of membership, major donors, corporations, foundations, and government agencies. (Approximately \$250,000 comes from individuals and an equal amount from foundations.)
 - o Work closely with the Park Superintendent to select appropriate large-scale Park projects for which PRNSA will implement fundraising campaigns.
 - o Recruit a new Director of Development.
 - o Design the next round of Park project fundraising campaigns and determine how best to grow fundraising to cover expenses of this new position.
- Represent the organization and Point Reyes National Seashore to the public, donors, **and** media.
 - o Serve as the public representative of PRNSA in a variety of capacities: through the media, public meetings, with funders and major donors, nonprofit partners, and NPS staff at Point Reyes and nationally.
- Sustain and enhance the financial health of the organization

- Maintain the overall financial health of the organization, maintain healthy financial reserves, and employ up-to-date accounting systems.
- Develop and manage, with the support of the Chief Financial Officer, complex annual budget of approximately \$1.5 million operating revenue/expenses, plus significant special project grants.
- Ensure adequate operating revenue is secured from diverse set of sources, including bookstore revenue, membership revenue, fees, donations, grants.
- Other duties as assigned

Qualifications:

- Significant, professional managerial experience of 5-7+ years. Previous experience as an Executive Director and in the non-profit sector extremely helpful.
- Demonstrated track record of growing fundraising programs and managing complex budgets.
- Demonstrated track record of designing and implementing educational programs; prefer experience in environmental education programs.
- Demonstrated track record building and sustaining successful collaborations among diverse organizational partners and personalities.
- Bachelor of arts/science, Masters and/or specialization in conservation science or education helpful or equivalent demonstrated work experience.
- Excellent writing skills, quantitative and qualitative analysis skills, public speaking skills.
- Excellent initiative, leadership skills, communication skills, problem solving skills, excellent diplomacy and mediation skills, and time management skills.
- Experience in natural resource conservation, historic preservation helpful.
- Interest in/knowledge of natural history and California cultural history helpful.
- Experience on a Board of Directors or working with a Board helpful.
- Knowledge of Point Reyes helpful.
- Love of the outdoors a must.

Salary: Salary and benefits are competitive and dependent on qualifications.
Equal Opportunity Employer

To Apply: No phone calls, please. Please send cover letter and resume by January 8, 2006 to:
Melissa Clack
PRNSA c/o California Environmental Associates
423 Washington Street, 3rd Floor
San Francisco, CA 94111
E-mail: PRNSArecruitment@ceaconsulting.com

City and County of San Francisco Department of Environment: Senior Environmental Specialist

Position Description:

Under general supervision, performs a variety of duties related to the administration and implementation of complex energy conservation and renewable energy programs in the private sectors of the City, including initiating, implementing, monitoring, and evaluating complex energy conservation and renewable energy programs in the private sectors of the City. This position serves as a senior staff level position in the City and County of San Francisco Department of the Environment (www.sfenvironment.com). This is the advanced journey level in the series. Class 5642 Senior Environmental Specialists work under the supervision of Class 5644 Environmental Program Managers, meet weekly with Program Managers, and have day to day decision making responsibilities for projects as well as the ability to negotiate within project scopes. Positions in this class are assigned to six distinct specialties: This position is an Energy Specialty position.

Examples Of Important And Essential Duties:

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

- Manage a joint energy efficiency program with PG&E, including managing staff, planning and implementing energy efficiency programs and managing the contract.
- Researches, analyzes and reports on technical energy and policy issues, provides policy recommendations, and participates in development of draft language for policy statements and local legislation.
- Perform various duties applying technical knowledge of buildings and energy usage that may include: collect energy data, conduct energy surveys in commercial and residential buildings, identify and document energy problems, develop strategies for solving technical energy problems, develop specifications for energy using equipment, and evaluate the effectiveness of installed equipment.
- Manage energy efficiency projects including concurrently managing multiple projects in multiple facilities. This involves assisting customers, performing or reviewing audits, designs, construction submittals, quality control inspections, project budgets, and project financing.
- Assist in development and implementation of technical oversight system, a project financing system, audit protocols, contracting standards, quality assurance and control systems, and monitoring and verification system.
- Obtain participation and manage communications among program participants including building owners, business and civic organizations, City agencies, state agencies and federal agencies.
- Performs other related duties as required.

Supervision Exercised: May be assigned to supervise daily activity of staff and contractors, including Class 5640, 5638 and trainees.

Minimum Qualifications:

- Possession of a baccalaureate degree from an accredited college or university, and five (5) years of professional experience managing and implementing environmental programs. Three (3) years of this experience managing and implementing energy programs; OR
- Possession of a baccalaureate degree in public administration, business administration, environmental science or a closely related field from an accredited college, and four (4) years of professional experience managing and implementing environmental programs. Three (3) years of this experience managing and implementing energy programs; OR
- Possession of a master's degree in public administration, business administration, environmental science or a closely related field from an accredited college of university, and two (2) years of professional experience managing and implementing energy programs; AND
- Possession of a valid Driver's License

Desirable Qualifications:

- Technical expertise in energy engineering in commercial and multi-family buildings.
- Experience convincing small business and multi-family building owners to implement energy efficiency projects.
- Fluency in Chinese, Spanish or other language commonly spoken in San Francisco.
- Skilled in spreadsheet and database applications.

Knowledge, Skills and Abilities:

- Knowledge of: Energy efficiency technologies; the design, development and construction of energy efficiency projects; current trends and developments in energy efficiency technologies, the market and the industry; federal, state, and local energy efficiency programs, laws, policies, and organizations.

- Ability to: conduct research and analysis; utilize a personal computer, including word processing, spreadsheet, and project management software; communicate effectively both orally and in written format; write proposals and reports; work with public, private, and government agencies; design, plan, and manage programs and budgets; motivate and manage personnel.

Selection Process:

Screening: Applications will be screened for relevant qualifying experience. Not all applicants who meet the minimum qualifications will be interviewed.

Performance Exercise/Interview: Candidates may be required to demonstrate competence. Written, assessment type, or other performance based exercises may be used.

Reasonable accommodation will be made so that qualified applicants with disabilities may participate in the application process. Applicants requesting accommodation should do so by calling 415-355-3748.

In compliance with the Immigration and Reform Act of 1985, all persons entering City and County employment will be required to prove their identity and authorization to work in the U.S.

Designated employees will be required to file Statements of Economic Interest.

Appointment Type:

Permanent Exempt. Appointee serves at the pleasure of the appointing officer for a maximum duration of no more than three (3) years.

Application Procedure:

Standard applications can be found on line at http://www.sfgov.org/site/uploadedfiles/dhr/forms_and_documents/ccsfapp.doc and are also available at the Department of Human Resources, 44 Gough Street, San Francisco. Fill out application and return with resume and required documents to Job 5642 Energy, Personnel Officer, 11 Grove Street, San Francisco, CA 94102. ***The final filing date is 12/22/06.*** Applicants must indicate the SPECIALITY AREA (Energy) they are applying for in the Specialty box on the front of the application form. Applications including all required verification of education and experience and request for waiver must be received or postmarked by 12/22/06. Applicants are encouraged to keep a copy of all materials submitted. Applicants who have applied for another position with this department are required to submit a separate application package for this position, including the documents listed below. Failure to comply will result in rejection of the application. For questions contact Claudia Molina at 415-355-3748.

Verification Of Education And Experience:

A copy of transcript evidencing the required education.

Verification of all qualifying experience. Letters of verification must be on employer's official letterhead and should include the name of the employee, job title(s), job duties, dates of employment, and must be signed by the employer.

City employees who meet all the qualifications based solely on employment with the City and County of San Francisco do not need to provide verification of qualifying experience.

City employees who qualify based on a combination of City employment and outside employment do not need to provide verification of City employment, but **MUST** verify outside experience. Non-City employees **MUST** verify all qualifying experience.

Salary: \$73,138 - \$88,868 Annual.

Sonoma Land Trust: Director of Development

Sonoma Land Trust is looking for a development professional with marketing savvy to join its leadership team. The mission of Sonoma Land Trust is to protect scenic, natural, agricultural and open land throughout Sonoma County by:

- Developing long term land protection strategies,
- Promoting private and public funding for land conservation,
- Acquiring land and conservation easements,
- Practicing stewardship including the restoration of conservation properties, and
- Promoting both a sense of place and a land ethic through activities, education and outreach.

Sonoma Land Trust is a dynamic, nonprofit organization founded in 1976 with a current annual operating budget of about \$3 million and 1800 members. The organization wants to grow its membership substantially.

Description

Sonoma Land Trust has offices in the historic Bolton House near downtown Santa Rosa and provides a great working environment. The Director will manage a staff of 3 plus various consultants and be responsible for all development and marketing activities of the organization. There are currently 14 staff members, an active network of volunteers, a Leadership Council and an engaged Board of Directors. We are looking for a senior fundraising professional with a flair for marketing and a solid record of development success. The position requires strong strategic thinking and planning abilities combined with a passion for building and stewarding relationships. Writing and editing skills are a must. Major responsibilities include growing the membership, working with the Executive Director and members of the Board of Directors in the cultivation of major gifts, maximizing business and foundation support, and developing and executing a comprehensive marketing plan. For a complete position description and more information about Sonoma Land Trust, see www.sonomalandtrust.org.

Compensation

This position offers a competitive salary and benefits package and an opportunity to make a significant contribution to the community

To Apply

Please send your résumé to staffing@sonomalandtrust.org or by mail to:

Sonoma Land Trust

Attn Staff Recruitment

966 Sonoma Ave

Santa Rosa CA 95404-4814

No telephone calls, please. Sonoma Land Trust is an equal opportunity employer.

Goldman Environmental Foundation: Assistant Event Producer

The Goldman Environmental Prize is the world's largest prize program honoring grassroots environmentalists. Founded in 1990 by Richard and Rhoda Goldman, the Prize currently awards \$125,000 annually to six environmental heroes from each of the inhabited continental regions.

Nominated by a network of internationally known environmental organizations and by a confidential panel of environmental experts, recipients are chosen for their sustained and important environmental achievements. The Prize seeks to offer these environmental heroes the recognition, visibility, and credibility their efforts deserve.

The Goldman Environmental Prize Ceremony will be held on Monday, April 23, 2007 at the San Francisco War Memorial Opera House, followed by a reception at San Francisco City Hall, with nearly 3000 people in attendance. The event is a high-profile tribute to the extraordinary efforts of 6 dedicated and inspirational people, and has become a widely recognized and highly anticipated San Francisco event.

This position assists the Event Coordinator in all aspects of planning, coordinating and running

this annual event.

Responsibilities would include, but are not limited to, assisting with the following projects:

Overseeing event database and tracking event attendees (65%)

- Producing and distributing ceremony tickets and ticket letters;
- Responding to public inquiries directly related to the ceremony e.g. location, tickets, etc.
- Working with Database administrator as needed to fine tune database;
- Maintaining invitation/response database and lists for the ceremony and related events;

Youth Program (20%)

- Heading up the youth program, inviting and involving local youth activists and leaders to ceremony
- Securing youth speakers for event
- Conducting outreach to local youth environmental groups to attend ceremony

Misc. (15%)

- Proofreading and editing event scripts and schedules;
- Attending staff meetings (Tuesdays);
- Day of logistical coordination

Skills Required:

- Proficiency in MS Word, Excel, Access;
- Excellent communication skills and diplomatic phone presence;
- Comfortable working in fast paced and changing environment;
- Self starting and willing to take initiative;
- High level of professionalism;
- Well organized and able to multi-task;
- Sense of humor.

Salary: \$20/hou

Duration of Position: Beginning January 15, 2007 and ending May 4, 2007

How to Apply:

Please respond with cover letter and resume by January 5 to:

Event Assistant Search

Fax (preferred): 415.345.9686

Email: marika@goldmanprize.org

Mail:

Goldman Environmental Prize

The Presidio

211 Lincoln Boulevard

P.O. Box 29924

San Francisco, CA 94129

Organization Web Site: www.goldmanprize.org

Stanford's Public Management Program: Associate Director

Part of the Center for Social Innovation, Stanford's Public Management Program (PMP) aims to improve the welfare of individuals, communities and the world by preparing MBA students to apply their management and leadership skills to social problems. For over three decades, the PMP has prepared the next generation of leaders by giving Stanford MBA students cutting-edge classroom knowledge and hands-on experience to apply business principles to social and environmental issues.

PMP Associate Director Responsibilities

Reporting to the PMP Director, the Associate Director is responsible for managing the PMP's ongoing operations, including all academic, career, and student programming:

Academic Administration:

- Administer PMP Certificate Program
- Market PMP courses to students
- Monitor new classes to determine which should be added to PMP qualifying electives and for what track; work with PMP Faculty Chair to update certificate qualifying courses
- Advise students on PMP academic offerings, certificate tracks, and meeting certificate requirements
- Ensure petition and academic/course information on Website is current and correct
- Receive and assess petitions; work through Faculty Chair to get approvals for any worthy petitions
- Oversee collection of academic data including PMP course metrics and enrollment numbers

Career Management:

- Design and oversee PMP career strategy; serve as liaison with the GSB Career Management Center
- Provide counsel and expertise to students seeking summer internships or full-time jobs in some of the following arenas: education, healthcare, social or environmental entrepreneurship, international development, federal, state, and local government, foundations, socially responsible business or socially responsible investing
- Design, plan and host job search panels and other training

MBA Student Programming:

- Serve as primary advisor and coach to PMP student leadership, including PMP presidents, student executive committee, and club leaders
- Provide expertise and guidance on various student projects and programs as needed
- Oversee development, execution and analysis of program evaluations as needed

General Management:

- Partner with PMP Director, PMP student leaders and others to execute on 2007 strategic assessment process to better align PMP programming with student needs and Center for Social Innovation's mission; use data to inform program innovations and resource allocation, and set future vision, goals, strategy, and performance targets
- Partner with PMP Director to guide program integration with the GSB's new curriculum
- Possess and apply expert knowledge of nonprofit management, board governance, and public policy in working with students, alumni, social sector organizations, donors, and other external parties
- Act as senior-level representative of program overall with students, alumni, faculty, donors, other departments, etc.
- Lead presentations on PMP programs, services, and policies with constituents, including GSB faculty, alumni, prospective students, community organizations, VIPs, recruiters and general public (ex. Admit Weekend, PMP Orientation, Admissions recruiting sessions)
- Publicly represent the GSB at industry conferences
- Handle public relations as needed
- Supervise PMP staff (as needed); provide timely and constructive performance feedback to ensure their professional development
- Act as Director in Director's absence

Ideal qualifications for the Associate Director would include:

- Expert understanding of key organizations, major trends, and best practices in the social sector; knowledge of and passion for bringing business skills to social-purpose organizations
- Outstanding leadership, coaching, and project management skills
- Demonstrated excellent oral presentation and written communication skills
- Ability to (1) create project plans and stay on deadline while managing a large number of projects simultaneously; (2) take initiative and engage in problem solving; (3) manage issues creatively and effectively. Consulting or strategy development background a plus.

- Superior poise, professionalism, and judgment in dealing with a wide range of constituents including: MBA students, faculty, alumni, GSB departments, social-sector leaders, business executives, media, and VIPs; strong customer-focused orientation
- Demonstrated success managing and leading teams
- Experience with nonprofits essential; experience in government a plus
- MBA or graduate degree in public policy or public administration strongly preferred
- High energy level, enthusiasm, sense of humor, and flexibility absolutely required

How to Apply:

To apply, please visit our website: http://jobs.stanford.edu/find_a_job.html and use the following requisition number: 23479; click on "apply" at bottom of page, highlight the requisition number, and copy & paste (or upload) your resume and submit. EOE/AA

Breast Cancer Action: Program Associate

Breast Cancer Action is an "in-your-face" national non-profit advocacy and education organization that carries the voices of people affected by breast cancer to inspire and compel the changes necessary to end the breast cancer epidemic. BCA's campaigns focus on true prevention for breast cancer, universal access to quality healthcare, a focused breast cancer research agenda including environmental links to cancer, and accountability in breast cancer marketing and fundraising. BCA seeks a full-time Program Associate to join our fast-paced, friendly office in this challenging and rewarding work.

Job Description

The Program Associate will be responsible for BCA's information and referral requests, which are breast cancer inquiries from the general public, often regarding treatment, diagnosis, detection, prevention and referrals to other resources. The Program Associate will also coordinate BCA's outreach activities, recruit BCA members, track and oversee volunteer activities, represent BCA on coalitions, and work closely with other program staff to foster and build our grassroots activities.

Duties/responsibilities include:

- Manage BCA's Information & Referral program
- Facilitate outreach and educational presentations
- Coordinate and work with volunteers
- Assist in planning and implementing BCA's campaigns
- Maintain database of activists and outreach events
- Create and edit materials and fact sheets
- Represent BCA on coalitions
- Some travel in Bay area and nationally
- Some weekend and evening hours

Qualifications

1. One year of non-profit program experience.
2. Excellent verbal and written communication skills.
3. Computer and internet research experience, including MS Word and Outlook.
4. Ability to work well in a fast-paced environment with good organizational skills.
5. Understanding of and commitment to women's health issues from a feminist perspective, as well as dedication to social and environmental justice and grassroots organizing.
6. Bilingual in Spanish and/or experience with crisis hotlines considered a plus.

Compensation

This position is full-time. Salary range: \$32,000 to \$36,000 depending on experience. Benefits include full medical/dental/vision coverage, three weeks vacation.

To Apply

Send resume and cover letter to: Brenda Salgado, Breast Cancer Action, 55 New Montgomery Street, Suite 323, San Francisco, CA 94105; fax: (415) 243-3996; email: info@bcaction.org.
Organization Web Site: www.bcaction.org
RESPOND TO: info@bcaction.org

Sierra Club: Director of Donor Programs

The Sierra Club is America's oldest, largest and most influential grassroots environmental organization. Our members are more than 750,000 of your friends and neighbors nationwide. Inspired by nature, we work together to protect our communities and the planet. The Sierra Club has been instrumental in preserving wilderness, wildlife and nature's most splendid wild places since 1892 by taking action when and where it's needed most.

We presently seek an experienced fundraising professional to develop engagement opportunities for donors who have the capacity to make contributions of \$250,000 or greater. This position is designed to provide strategic support to our major gift team; the director will not carry a donor/portfolio.

Additional Qualifications:

Qualified candidates should have a demonstrated track record in strategic development marketing, focusing upon acquisition and management of principal donors and/or high net worth clients. Previous experience in designing senior-level public policy forums and ability to motivate and build effective teams required. Knowledge of the environmental field essential.

How to Apply:

If you would like to join us in our work to save the planet email resume and cover letter to: resumes@sierraclub.org. PLEASE specify "REF: IDL Director of Donor Prog" in the subject line. Last day to apply: **February 13, 2007**

Refer to <http://www.sierraclub.org/jobs/> for detailed description of this San Francisco-based position.

Sierra Club is an equal opportunity employer committed to workforce diversity.