

# Women's Environmental Network JUNE 2006 NEWSLETTER

[www.wencal.org](http://www.wencal.org)

**There are 1,020 WEN members – keep the list growing!**

## **RULES FOR SUBMITTING A JOB NOTICE OR ANNOUNCEMENT:**

ONE PAGE MAXIMUM. Listing must include contact information, job location and deadline. Please email to [info@wencal.org](mailto:info@wencal.org) as either a Word attachment (preferred) or in the e-mail's text (no formatting)

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## ANNOUNCEMENTS

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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](http://www.wencal.org)). Forward your newsletter on to women who you think might be interested in WEN – keep the list growing!*

### **WEN Website**

We have begun the process of updating [www.wencal.org](http://www.wencal.org) with the goal of creating a more comprehensive and information-rich website that will serve as a touchstone for women who are interested in becoming environmental stewards in the Bay Area. This project has only just begun, but we'd love to hear your feedback on what has changed so far! Send your ideas to [info@wencal.org](mailto:info@wencal.org).

### **LeaderSpring: 2006 Call for Fellowship Applications**

The Greek philosopher Archimedes wrote:  
*Give me a place to stand, and I will move the Earth.*

Did you become a nonprofit executive director to move the Earth or to move paper around your desk? If you answered yes to the former, LeaderSpring will give you a meaningful place to stand. Through participation in a vibrant and engaging community of leaders, we will help you move the Earth – for your clients and for the ideals that drew you to community service.

LeaderSpring invites talented and experienced nonprofit executive directors based in Oakland and surrounding East Bay communities to apply to our two-year, on-the-job Fellowship. Built on a nine-year proven track record, this Fellowship is highly in demand by executives who are leading their agencies to the next horizon of growth. Selected Fellows actively engage in overnight retreats, monthly day-long gatherings, workshops with seasoned trainers, and a customized week-long study trip to a nationally respected agency.

As a LeaderSpring Fellow, you will have the opportunity to experience personal transformation, as well as achieve exponential impact on behalf of the agency you lead and the communities you serve. Through participation in the Fellowship, you will:

- \* Renew your personal energy and commitment to your work;
- \* Strengthen your leadership by tapping into your inner resources;
- \* Sharpen your management skills by focusing on practical, real-time issues;
- \* Enhance the performance of your organization; and
- \* Build long-lasting bonds with your peers, enabling cross-sector partnerships and access to a richly diverse, local peer network.

The Class of 2008 East Bay Fellowship will be awarded to fourteen select leaders at no cost to them or their agencies. Fellows will continue to lead their nonprofits during the fellowship, which will begin in October 2006 and conclude in September 2008. Applications are due July 7, 2006 at 5:00 p.m. Please note that applications will be distributed following a preliminary screening to determine eligibility.

Fellowships are made possible this year thanks to: The California Endowment, the East Bay Community Foundation, the David B. Gold Foundation, the Evelyn and Walter Haas, Jr. Fund, the Walter & Elise Haas Fund, The James Irvine Foundation, Kaiser Permanente, The San

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Francisco Foundation, the Trio Foundation, Wells Fargo, and the Whitman Institute. LeaderSpring is a project of the Tides Center. For more information about the Fellowship, please visit LeaderSpring at [www.leaderspring.org](http://www.leaderspring.org), or contact Karen Anselmo at (510) 286-8949 or [karen@leaderspring.org](mailto:karen@leaderspring.org).

For a printable version of the Call for Applications, please click here:  
<http://www.leaderspring.org/pdf/2006CallApplicationsColor>.

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EVENTS

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**Bay Area Free E-Waste Collection and Recycling Events: Summer 2006**

WHO: Electronic Waste Management, a division of Acquisitions Office

WHAT: Summer Schedule for FREE E-Waste Collection/Recycling Events

FEE: ABSOLUTELY FREE! (This is a state-funded program established after the passage of SB20 and SB50)

ITEMS ACCEPTED: Computer monitors, computer hard drives and cases, keyboards, mice, printers, fax machines, VCR's, DVD's, TV's, telephone equipment, toner cartridges, cellular phones, power supplies, audio & visual equipment, digital cameras, stereo equipment & speakers, and video game systems. PLEASE - NO COPY MACHINES, HOUSEHOLD APPLIANCES, SMOKE DETECTORS, OR BATTERIES.

INFO: Phone: (866) 335-3373 (for event information and e-waste form required by State)

WEBSITE: <http://www.noewaste.com/>

*Event Schedule*

WHEN: Friday, July 7th from 12:00PM - 5:00PM  
Saturday & Sunday, July 8th and 9th from 9:00AM - 3:00PM  
WHERE: John Thurman Field, Modesto  
Neese Parking Lot (601 Neese Drive)

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WHEN: Friday, July 21st from 12:00PM - 5:00PM  
Saturday & Sunday, July 22nd and 23rd from 9:00AM - 3:00PM  
WHERE: San Jose State University, San Jose  
Park & Ride Lot (7th & Humboldt Streets)

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WHEN: Friday, July 28th from 12:00PM - 5:00PM  
Saturday & Sunday, July 29th and 30th from 9:00AM - 3:00PM  
WHERE: Monterey County Fairgrounds, Monterey  
Carnival Parking Lot

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WHEN: Friday, August 11th from 12:00PM - 5:00PM  
Saturday & Sunday, August 12th and 13th from 9:00AM - 3:00PM  
WHERE: City Of Stockton  
The Main Parking Lot at 1658 South Airport Way in Stockton

**“Public-Private Partnerships On Conservation: Dynamic New Initiatives For The Future”:  
Thursday, June 15, 2006**

Carter Roberts, President and CEO, World Wildlife Fund

The debate about public-private partnerships on conservation has heated up in the last few years, with marquee joint ventures between environmental organizations and the world's most influential private companies creating optimism about the possibilities of such cooperation. World Wildlife Fund has been at the center of this dialogue. Roberts will speak about WWF's approach to such partnerships and progress to date. Roberts joined World Wildlife Fund in February 2004 as chief conservation officer and COO. Prior to joining WWF, Roberts was vice president for strategic planning and global priorities at the Nature Conservancy.

The Commonwealth Club, 595 Market St., 2nd floor, San Francisco  
6:00 p.m., Registration | 6:30 p.m., Program | 7:30 p.m., Wine and hors d'oeuvres reception | \$12 for Members, \$20 for Non-members. Co-Sponsored by The Club's Environment and Natural Resources Member-led Forum.

**CITY|SPACE Art Exhibit "Get on the Bus": opens June 16, 2006**

Get on the Bus is a gallery exhibition presented by CITY|SPACE. The exhibition will consider the nation's transit mode of last resort - which nonetheless moves millions of people every day. On the cutting edge in some cities, marginalized in others, the bus evokes a surprising range of emotions for people, planners, cities, and artists. A series of panel discussions will consider topics such as: how bus transit might be creatively reimaged to broaden its appeal and the rapidly unfolding future of the bus, as Bus Rapid Transit and new clean-air technology alter the landscape of urban transportation. The exhibition will be held at 2255 3rd Street in San Francisco's Dogpatch district. Admission is free and the space is open June 16 - July 2, Thursday-Sunday, from noon to 6:00 p.m. For more information visit the CITY|SPACE website or contact Benjamin Grant at 510-704-1352 or [info@city-space.org](mailto:info@city-space.org).

Learn more and register: [www.itdp.org/events.html](http://www.itdp.org/events.html)

**Palo Alto Wetland Restoration: Saturday, June 17, 2006**

9:00 am - 12:00 pm

Come enjoy a summer day by the bay as we restore the Palo Alto Shoreline and San Francisquito Creek area. Activities may include non-native plant removal, site monitoring, and shoreline clean up. This project is part of our ongoing wetland restoration project with the Palo Alto Baylands Nature Preserve. Families are welcome!

No experience necessary, we provide gloves and tools.

Cost: Free

Location: Palo Alto Baylands Nature Preserve near Embarcadero Drive

Contact: Jocelyn Gretz, 510-452-9261 x109, [jgretz@savesfbay.org](mailto:jgretz@savesfbay.org)

Presented by: Save The Bay and the Palo Alto Baylands Nature Preserve

Websites: <http://www.savesfbay.org/bayevents> to sign up, <http://www.savesfbay.org/bayevents>

**Garden for the Environment – Kids in Gardens: Saturday, Jun 17, 2006**

10:00 am - 12:00 pm

Garden for the Environment, 7th Ave. at Lawton St., San Francisco

Get kids involved in growing food and flowers in their schoolyard or home garden! Gather tools on how to design and build an exploratory outdoor play space for children. Learn how to incorporate simple and engaging science and art curricula and take home a teacher resource binder full of activities.

\$15. No one turned away for lack of funds. Pre-registration required.

For more information contact:

Stacey Parker, Garden Education Program Manager, Garden for the Environment

415.731.5627

[info@gardenfortheenvironment.org](mailto:info@gardenfortheenvironment.org)

[www.gardenfortheenvironment.org](http://www.gardenfortheenvironment.org)

**Greenbelt Alliance A Day on Mt. Tam: Saturday, June 17, 2006**

9:15 am to 6 pm

Notes: This is a hard-core 14-mile hike. Rain cancels.

What to bring: good hiking shoes, lunch, plenty of water, layered clothing, sun protection

For more info and directions, go to <http://www.greenbelt.org/cgi-bin/calendar.cgi>.

**Bike Tour of Oakland: Sunday, June 18, 2006**

Explore Oakland with the museum's docents and learn about the incredible history of Oakland and its visionaries and scoundrels--who were often the same people. The leisurely two-hour tours are about five miles long, with no hills. Meet at the 10th Street entrance. Advance reservations are required. Participants must be over twelve years old and provide their own bikes, helmets and repair kits.

Time: 10am.

Location: Oakland Museum of CA, 1000 Oak St., @ 10th St., Oakland.

Cost: Free.

Info: 510-238-3514, [jcollignon@museumca.org](mailto:jcollignon@museumca.org), <http://www.museumca.org/cal-public/calendar.cgi?month=06>.

**Bernal Hilltop Native Grassland Restoration Project: Sunday, June 18, 2006**

Help control invasive exotics, maintain restoration areas, pick up trash, and enjoy summer grasses and wildflowers on Bernal Hilltop. Meet at the foot of the road leading to the phone company microwave tower near the southwest road closure of Bernal Heights Boulevard. Bring your own clippers and tools if possible.

Time: 11am, Location: San Francisco, Info: 415-753-7268, [bpandrp@peoplepc.com](mailto:bpandrp@peoplepc.com).

**Film and Discussion: "Women on the Frontlines": Sunday, June 18, 2006**

Focusing on two women in each country, this documentary takes viewers into the lives of women who are engaged in often-ignored aspects of peace building. The film provides an exclusive view of the world through the eyes of ten strong, determined, and compassionate women who are transforming their communities. Screening will be followed by circle discussion.

Time: 2pm, Location: Church of Divine Man, 2018 Allston Way, Berkeley, Cost: \$10 donation requested (\$5 for students), Info: [era@peacexpeace.org](mailto:era@peacexpeace.org), <http://www.peacexpeace.org/>.

**Reclaiming Public Spaces for Livable Cities: June 19, 2006**

This visit by distinguished former Mayor of Bogotá, Columbia, Enrique Peñalosa, will offer an opportunity to hear from and ask questions of a leader who has earned an international reputation for transforming previously blighted places in his city into livable, vibrant public spaces. As Mayor of Bogotá, Peñalosa built the world's premiere Bus Rapid Transit system and hundreds of kilometers of sidewalks, bicycle paths, pedestrian streets, greenways, and parks. He is an incredibly engaging speaker with a similarly incredible story to tell. TALC is cosponsoring this evening with SPUR, The Institute for Transportation and Development Policy, and Environmental Defense. Monday, June 19, 5:00-8:00 p.m. at The Commonwealth Club at 595 Market Street in San Francisco. The event includes a reception with wine and hors d'oeuvres. Tickets are \$15-50 (sliding scale).

**"How to Rearrange Your Life to Drive Less": Monday, June 19, 2006**

BioFuel Oasis presents a series of events Monday evenings in June 2006 of alternatives to the alternative fuel, Biodiesel: showcasing bicycle culture, CarShare, public transportation alternatives, localizing economies, and more. Tonight's event includes brief talks on City CarShare, telecommuting, living close to work, and more.

Time: 5pm - 8pm.

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

Cost: Donations Accepted.

Info: 510-665-5509.

**Builder to Builder Green Forum: Tuesday, June 20, 2006**

Everything you wanted to know about green building! Jointly produced by PCBC and West Coast Green, the country's largest residential green building conference and expo. Meet and learn from the homebuilders who were among the first to go green. Find out what it takes to incorporate green building practices into your business and market effectively to your customers.

Time: 9am - 6:30pm.

Location: Moscone Center , 747 Howard St., San Francisco.

Cost: \$345.

Info: <http://www.pcbc.com/index.asp>.

**Sustainable Silicon Valley – Integrated Green Building Design: Wednesday, June 21, 2006**

8:30am - 1:00pm

Enter the gates to the restricted Stanford University Jasper Ridge Biological Preserve for a morning of inspiration. Tour the Leslie Shao-ming Sun Field Station, which was designed for an annual energy budget of net zero carbon emissions. Hear from experienced architects and design engineers and enjoy the natural surroundings of this research station.

Click here

<http://www.siegenthaler.org/usgbc/MAY06A/20060621SustainableSiliconValleyprogram.pdf> for program details and registration.

**Hormone Disruptors: Is your environment making you ill?: Wednesday, June 21, 2006**

7:00 to 9:00 pm

Dr. Marianne Marchese will discuss how contact with chemicals in our environment can alter your hormone system and cause illness and disease. She will explain how we come into contact everyday with small amounts of these chemicals through our water, air, food, and products we use. Dr. Marchese will review different methods of testing for these chemicals, how to avoid exposure, how to remove them from our body, and reverse illness and disease.

Location:

The Teleosis Institute  
1521B 5th St. (corner of Cedar St.) Upstairs unit  
Berkeley, CA 94710

Please RSVP (email: [info@teleosis.org](mailto:info@teleosis.org))

Cost: \$5 Teleosis Members / \$10 non-members

**Angel Island Ecology and History: Thursday, June 22, 2006**

Hear the whole story from Docent Alan Miller. San Francisco Natural History Series. Randall Museum, 7:30 pm. For more information, call (415) 554-9600. Free.

**Rebuilding Green In New Orleans: Thursday, Jun 22, 2006**

7:00 pm, Unitarian Universalists Fellowship Hall, 1924 Cedar at Bonita, Berkeley.

A TALK and SLIDE-SHOW by DON PAUL of Common Ground Relief and Rebuild Green

\*Resisting the Land-Grab and Death-Trap in New Orleans' Upper and Lower 9th Wards

\*Building Homes to Withstand Storms and Floods

\*Restoring Wetlands and Filling Holes

\*Cooperatives at Common Ground's Woodlands

\*Solar Panels, Water Turbines and an All-Inclusive Economy

\*No Half-Stepping for the Second-Line

\*The Gulf Coast's Sustainable Future

\$5--No One Turned Away. For more information contact: 504-227-0574.

**Book Event: "Good Green Kitchens": Thursday, June 22, 2006**

Author Jennifer Roberts will return to fill us in on what makes Good Green Kitchens. Roberts' earlier books, Good Green Homes and Redux are both hits.

Time: 7:30pm.

Location: Builders Booksource, 1817 Fourth St., Berkeley.

Info: 800-843-2028, <http://www.buildersbooksource.com/cgi-bin/booksite/21984.html>.

**Sierra Club Hike: June 23, 2006**

Rockridge BART to Orinda BART. Begin on Oakland city streets to Claremont Canyon Regional Preserve and over the crest of the East Bay hills into Orinda. This hike is approximately 7 miles with both steep up and steep downhill sections. Bring: money for the return to Rockridge from Orinda on BART and money for a late lunch at Zachary's Pizza on College Avenue if you want an optional post hike stop. Meet: 9:30 am at Rockridge BART

Station, bottom of elevator on east side of the street. Leader: Wilma Austern, (510)521-7358 or wnaustern[at]aol.com.

**Garden for the Environment – Celebrate the Summer Solstice!: Sat, Jun 24, 2006**

5:00 pm - 7:00 pm

Garden for the Environment, 7th Ave. at Lawton St., San Francisco

Everyone is invited to the Garden to enjoy the bounty of summer and the community that the garden makes possible! It's a potluck BBQ and seed swap party so please bring drinks, desserts, salads and seeds to share along with food to grill and your own plate and utensils.

\$5-\$10 donation is greatly appreciated to support the garden.

For more information contact:

Stacey Parker, Garden Education Program Manager, Garden for the Environment

415.731.5627

info@gardenfortheenvironment.org

www.gardenfortheenvironment.org

**Find Your Dream Job in Solar: Saturday, June 24, 2006**

9:00 am - 5:00 pm

Presented by: Solar Living Institute

Description: Andy Black, Solar Marketer and Electrical Engineer will illuminate aspects of how to find your dream job in solar, as well as the resources and contact information to get you there.

Cost: \$120

Location: San Jose. Call for location.

Contact: Solar Living Institute, 707-744-2017, [sli@solarliving.org](mailto:sli@solarliving.org), <http://www.solarliving.org>

**Re-Fresh Festival: June 24, 2006**

St. Vincent de Paul of Alameda County, Habitat for Humanity East Bay and The ReUse People are pleased to announce the Re-Fresh Festival. This free community event promotes creative reuse and recycling in East Oakland. The Re-Fresh Festival will feature art displays, interactive reuse activities for kids, food, fun and live music. Bring the whole family!

While you are at the event, visit St. Vincent de Paul's Outlet Thrift Store, Habitat for Humanity East Bay's Re-Store and The ReUse People's Bazaar, three great on-site shopping alternatives for environmentally-friendly consumers.

The event will be held on Saturday, June 24, 2006 from 10:00 a.m. to 4:00 p.m. at 9235 San Leandro Street in Oakland (nearest cross street is 92nd Avenue).

Cost: Free!

Parking is available but carpooling is encouraged. For more information, please call (510) 638-7600.

**The Foundation for Sustainable Development Benefit: June 24, 2006**

A Night of Fine Art, Music, Food, and Wine to Benefit FSD's International Grant Programs

June 24th, 2006, 6:00-10:00 pm

Fort Mason, Building C, Room 260 (2nd floor), San Francisco, California

Enjoy:

- \* Art Auction with works by local and international artists (see list of artists below)
- \* Wine from Gundlach Bundschu, Sonoma Country
- \* Hors d'oeuvres from India and Latin America
- \* Bidding on silent auction items from around the world
- \* Live Music
- \* Highlights from last year's grant making

- \* Socializing for a good cause
- \* Meeting FSD's new staff and Board of Directors
- \* Helping FSD raise money for our grant fund
- \* The opportunity to learn more about FSD's grant making and programs throughout the developing world

Contributing Artists Include:

Kara Maria, Enrique Chagoya, David Tafolla, Sal Garcia, Rachel Running, Marilyn Anderson, Gustavo Rivera, Katherine Kain, Catherine Haley Epstein, Rachel Palacios, Allie Kranyak, Chaya Spector, Priscilla Klass, and Joan Hennig

A minimum \$35 donation per person is requested. RSVP required. If you use Paypal to make your donation, you will pick up tickets at the door using the name you entered into Paypal. To purchase tickets through Paypal, click here :

<http://www.fsdinternational.org/bayarea/events/annual>

To purchase tickets by mail, please send a check to:

FSD, 870 Market Street, Suite 321, San Francisco, CA 94102. Please give us your name, address, and the number of tickets. We will mail them up until June 20th. After the 20th they can be picked up at the event.

### **San Francisco Ecological Restoration Conference: Saturday, June 24, 2006**

Join us for the 6th Biennial Conference celebrating ecological restoration and stewardship in the City by the Bay. The event is co-sponsored by Nature in the City, SFRPD Natural Areas Program, the Randall Museum, Literacy for Environmental Justice, and the Presidio Trust. For more information, call (415) 564-4107 or <http://www.randallmuseum.org>. Randall Museum, 199 Museum Way, San Francisco. 8:30 am-12:30 pm. Field trips start at 1:30 pm. Free.

### **Clean Up Former Salt Pond for Habitat Restoration: Saturday, June 24, 2006**

Join Save The Bay and the CA Department of Fish and Game and help clean up debris and remove non-native plants in preparation for a levee breach this fall that will restore 600 acres of wetlands on the East Bay Shoreline. Learn about plans for the larger breach project and how you can get involved! The site is normally off-limits to the public. Signup online.

Time: 9am – noon, Location: Eden Landing Ecological Reserve, Info: 510-452-9261 ext. 109, [jgretz@savesfbay.org](mailto:jgretz@savesfbay.org), <http://www.savesfbay.org/bayevents>.

### **Imagine the Way – Blue Greenway Waterfront Trail Launch: Saturday, June 24, 2006**

Join Mayor Gavin Newsom, the Livable City Initiative, and the Neighborhood Parks Council for "Imagine the Way" Day, a community event to celebrate the launch of the Blue Greenway Waterfront Trail. Imagine a green park corridor along the southeastern Bay shoreline from SBC Stadium to Candlestick Point, linking land and water, as well as parks and communities while also providing healthy activities for people of all ages. Come to Heron's Head park and the adjoining India Basin Shoreline Park from 11 am-4 pm to learn more, enjoy live music and performances, and a community barbeque. Birding experts will be on hand to illuminate the beautifully restored wetlands at Heron's Head Park. And circus arts performers will delight and engage children of all ages. This is a free event. For more information contact Jeff Condit at [jcondit@sfneighborhoodparks.org](mailto:jcondit@sfneighborhoodparks.org) or go to [www.bluegreenway.org](http://www.bluegreenway.org). Free.

### **Conservation Without Borders: The 20th Annual Meeting of the Society for Conservation Biology: June 24-28, 2006**

The 20th annual meeting of the Society for Conservation Biology, "Conservation Without Borders", will be held in San Jose. To register, please visit:

<http://www.conbio.org/2006/Register/>. The ninth annual international conference of the Society for Conservation GIS (Geographic Information Systems) will be held concurrent with SCB's

20th annual meeting. The two societies share the goal of creating an international community of conservation professionals and GIS practitioners to build conservation capacity and promote geospatial technologies at local, regional, and global levels. The two conferences share the four major threads of local-level and regional-level conservation, marine and freshwater conservation, 21st century conservation, and transboundary conservation. To realize the maximum benefit from this partnership, SCGIS and SCB members registering for either conference will be allowed to attend all events (technical and social) of both societies at no additional cost. Similarly, training sessions (which may incur additional fees) organized by either society are open to all attendees on a first-come basis.

**UC/CSU/CC Sustainability Conference: June 25-28, 2006 (Santa Barbara)**

“Turning the Tide: Implementing Sustainable Strategies”

This fifth annual statewide conference provides a forum for sustainable campus practices and related workshops for representatives from over 300 public and private colleges and universities, state and federal agencies, and companies. Building on past conferences it will highlight successes of staff, faculty, students, and others from institutions and agencies throughout the state and influence policy and collaborations for the year to come.

Topics include:

Energy, Green Building, Water, Transportation, Environmentally Preferable Procurement, Food Systems/Recycling, Curriculum (Education and Outreach), Institutionalizing Sustainability

Conference Includes:

Two days (June 26-27) of presentations, panel discussions, and roundtables on all aspects of sustainability; Pre-conference intermediate LEED™ NC workshop: how to handle new construction, existing buildings, and multiple building certification (June 25 or June 28); Pre-conference Labs21 workshop on Environmental Performance Criteria: Toward LEED™ for Labs (June 25); Pre and post-conference: Natural Step Training; Awards Banquet; Exhibitor's Faire highlighting green businesses

For more info: <http://sustainability.ucsb.edu/conference/>

**Compost – Green Waste to Gardener's Gold (Workshop): Wednesday, June 28, 2006**

10:00 am - 12:00 pm

Turn your school garden's green waste into magical compost guaranteed to solve your soil problems. Learn the basics of starting, maintaining, and harvesting a compost bin, and explore the ecosystem of critters that inhabit this biomass. You get a resource guide with student activities and- for Alameda County educators- a free Biostack compostig bin.

Cost: \$20

Location: San Lorenzo

Contact: Shradha Upadhayay, 510.665.3430, [shradha@thewatershedproject.org](mailto:shradha@thewatershedproject.org)

Presented by: The Watershed Project, <http://www.thewatershedproject.org/>

**“What Works: Lessons Learned from the City of Oakland”: June 28, 2006**

Leslie Gould spent five years as planning director in Oakland under Mayor Jerry Brown, dealing with issues such as developing 10,000 residential units downtown, redeveloping the Oakland waterfront, improving customer service for development review and revitalizing industrial areas. Gould will share some of the lessons learned about how to navigate the politics of planning.

A noontime forum, held at SPUR, 312 Sutter St. (at Grant), Fifth Floor, from 12:30 to 1:30 pm. We are located close to the Powell St. BART station and several Muni lines. Feel free to bring a lunch. SPUR Forums are open to the public, free for members and \$5 for non-members.

**Ecological Activism: Local vs. International: Wednesday, June 28, 2006**

Representatives of San Francisco-based groups will compare and contrast the scope and activities of local activism vs. global activism. How do they fit together? How do they conflict? What can they learn from each other? Speakers to include Kelly Quirke (Friends of the Urban Forest), Bonnie Sherk (Living Library), Patrick McCully (International Rivers Network), and others. CounterPULSE, 1310 Mission Street (at 9th), 8 pm. For more information, call (415) 626-2060 or go to <http://www.counterpulse.org/springtalks.shtml>. Free (a \$3-5 sliding scale donation is requested to help defray costs, but no one will be turned away).

**Bureaucracy vs. The Environment: What Should Be Done?: Wednesday, Jun 28, 2006**

6:30 pm - 8:30 pm

The Independent Institute Conference Center, 100 Swan Way, Oakland

Independent Institute presents speakers: MICHAEL SHAW, Founder, Liberty Garden; RANDY SIMMONS, Professor of Political Science, Utah State University; CARL CLOSE, Co-editor, Re-Thinking Green

Environmental quality has been a major public concern since the first Earth Day in 1970, yet the maze of environmental regulations enacted since then has fostered huge government bureaucracies better known for waste and failure than for innovation and success. What can these failures teach us about how best to deal with the realities of political ecology? And how can entrepreneurship be fostered to better protect endangered species, sensitive habitat, and other environmental amenities?

Admission: \$15-\$10 for Institute Members or \$35 Special Admission includes one copy of Re-Thinking Green; \$30 Members

RSVP - Limited Seating, Disabled Accommodations available - please call. For more information contact: 510-632-1366, <http://www.independent.org/>.

**Plug-In Hybrid Vehicles: A California Vision for Kicking America's Oil Addiction and Reducing Transportation's Impact on Global Climate: Thursday, June 29, 2006**

Speakers:

Daniel Kammen, Director, Renewable and Appropriate Energy Laboratory, UC Berkeley; Professor, Energy and Resources Group, Goldman School of Public Policy, UC Berkeley  
Felix Kramer, Founder, CalCars.org

Gail Slocum, Senior Energy Regulatory Attorney, PG&E; Former Mayor, Menlo Park

Soaring oil and gas prices are focusing attention on plug-in hybrid electric vehicles (PHEVs) as an attractive alternative to traditional cars and trucks. Described as "regular hybrids with extension cords," these vehicles can provide over 100 miles per gallon by drawing on electricity for local driving. Join us for a panel discussion featuring an outspoken PHEV advocate, an innovative power-utility representative and a leading research scientist on renewable energy and climate change. They will cover the history and commercialization strategy of PHEVs and the potential environmental, economic and political impacts of this revolutionary technology.

Commonwealth Club

5:30 p.m., Reception | 6:00 p.m., Program | Club office, 595 Market St., 2nd Floor, San Francisco | \$8 for Members, \$15 for Non-members

Program Organizer: Andrew Lawton

Co-sponsored by Bluewater Network.

**Green Planet Film Night: Walking the West: Thursday, June 29, 2006**

7:30pm-9:30pm

Green Planet Films monthly film night at Varnish Fine Art  
77 Natoma St  
San Francisco

**WALKING THE WEST:** From Mexico to Canada on the Pacific Coast Trail (60 mins)

While there are plenty of documentaries about thru-hiking out there, this one is truly magical, capturing the spirit of thru-hiking in the west at its best. Join Miles and company on the journey of laughter, trauma, pain, emotional lows, and exhilarating highs. Stunning scenery, outstanding videography, entertaining characters, and authentic honesty embody this captivating journey through the western U.S.

**“Air and Water Quality at the Port of San Francisco” June 29, 2006**

In 2003, the Board of Supervisors appointed the Cruise Terminal Environmental Advisory Committee to develop recommendations for air and water quality policies for the cruise industry. Ellen Johnck, executive director of the Bay Planning Coalition and John Doll, project manager for the Port of San Francisco, will present their recommendations, including shoreside power.

A noontime forum, held at SPUR, 312 Sutter St. (at Grant), Fifth Floor, from 12:30 to 1:30 pm. We are located close to the Powell St. BART station and several Muni lines. Feel free to bring a lunch. SPUR Forums are open to the public, free for members and \$5 for non-members.

**Women's Survey of Renewable Energy: June 30, 2006**

Solar Living Institute

Time: 9:00 AM to 5:00 PM.

This one-day workshop covers the basics of renewable resources in a supportive atmosphere. This beginning level workshop is designed to give women an overview of clean sources of energy and their use. Topics to be covered include: residential solar, wind and hydro power; conservation and efficiency; solar thermal (hot water and air heating); solar water pumping; solar cooking; passive solar home design; fuel cells; biodiesel and alternative fuel vehicles; solar water distillation; biomass; geothermal; ocean energy. Take this workshop with our Women's Solar Electric Intensive workshop for a comprehensive introduction to renewable energy and its uses. Instructor: "Solar Kelly" Larson.

Cost: \$120.00. For more information, and to sign up, go to <http://www.solarliving.org/index.cfm>.

**Women's Solar Electric Intensive: July 1-2, 2006**

Solar Living Institute

Uniquely taught by and for women, this two-day workshop covers the basics of solar electricity in a positive learning atmosphere. Come learn the basics of electricity as well as on-grid and off-grid residential solar electric power, conservation and efficiency, renewable energy system design, equipment selection, site analysis, safety and tool use. Additionally we will briefly explore different ways to use the sun's energy including solar thermal (hot water and air heating), solar cooking and passive solar home design; and survey other renewable resources (wind and micro-hydroelectric) and their uses. Includes a hands-on portion. Take this workshop with our Women's Survey of Renewable Resources workshop for a comprehensive introduction to renewable energy and its uses. Instructor: "Solar Kelly" Larson.

Cost: \$240.00. For more information, and to sign up, go to <http://www.solarliving.org/index.cfm>.

**Muir Beach Clean-Up: Saturday, July 8, 2006**

Clean up marine debris from 10 am-noon, and bring your lunch to picnic with other volunteers. Muir Beach, Marin. To sign up, email your name and phone number to [jmohr@farallones.org](mailto:jmohr@farallones.org). Free.

**A Taste of the Refuge: Sun., July 9, 2006**

Take a guided walk on Tidelands Trail and discover which plants are edible or have medicinal uses. We'll sample some of these plants as they are, or in already-made products. Led by Carmen

Minch. San Francisco Bay National Wildlife Refuge Visitor Center, Fremont. For more information, go to <http://www.fws.gov/desfbay/>. 10:30 am-Noon. Free.

**Ocean Beach Clean-up at Lincoln Way: Sunday, July 9, 2006**

10 am-Noon. For more information, go to <http://www.sfbay.org>. Free.

**Twilight Tour - Uncommon Conifers: Wednesday, July 12, 2006**

Enjoy an evening tour of the UC Botanical Garden - a rare opportunity to observe the Garden after hours as nightfall approaches. Dr. Chris Carmichael, Associate Director of Collections, will introduce you to the Garden's most celebrated members of the conifer group, which includes the largest and longest-lived of organisms on our planet today. This tour will review our extraordinary collection of conifers from around the world, including both well-known and obscure specimens, from the giant sequoia of California to the strange celery pine of New Zealand. <http://botanicalgarden.berkeley.edu>.

5:30 - 6:30 PM

\$12, \$8 Members

**How to Run Your Car on Veggie Oil: July 13, 2006**

Time: 9:00 AM to 5:00 PM.

Both straight vegetable oil (SVO) and waste vegetable oil (WVO) can be used as a fuel source in diesel engines. Cars that run on vegetable oil run quieter and produce fewer emissions than cars powered by conventional diesel. In this one-day hands-on workshop, students will learn about the benefits and risks associated with using vegetable oil as a fuel source.

Topics to be discussed include:

The chemical properties of vegetable oil

How vegetable oil works in diesel engines as a fuel

Methods for collecting and filtering vegetable oil

Techniques for converting your car to run on vegetable oil

Cost: \$120.00. For more information, and to sign up, go to <http://www.solarliving.org/index.cfm>.

**Oakland Wetland Restoration: Saturday, July 15, 2006**

9:00 am - 12:00 pm

Come enjoy a summer day by the bay as we restore the Martin Luther King, Jr. Shoreline. Activities may include non-native plant removal, site monitoring, and shoreline clean up. This project is part of our ongoing wetland restoration project with the East Bay Regional Park District. Families are welcome! No experience necessary, we provide gloves and tools.

Cost: Free

Location: Martin Luther King, Jr. Regional Shoreline near the intersection of Dolittle Drive and Swan Way.

Contact: Jocelyn Gretz, 510-452-9261x109, [jgretz@savesfbay.org](mailto:jgretz@savesfbay.org)

Presented by: Save The Bay and the East Bay Regional Park District

Go to <http://www.savesfbay.org/bayevents> to sign up.

**Tour d'Organics Santa Cruz: Friday, July 21, 2006**

The Tour d'Organics is a bicycle century featuring local, organic food and farms. The routes stop at local farms where riders can refuel from fruit straight from the field. Come enjoy strawberries, melons, peaches, plums, figs, tomatoes and a bounty of vegetables while riding through beautiful country. The ride also features a post-ride vegan buffet and biofuel SAG vehicles. 25, 60, and 100 mile options. For more information, visit [www.tourdorganics.com](http://www.tourdorganics.com) or email [info@organicathlete.org](mailto:info@organicathlete.org).

**California Resource Recovery Association 30th Annual Conference: August 6-9, 2006**  
San Jose Fairmont Hotel

Join us in San Jose for our 30th annual California Resource Recovery Association conference. This is California's premier event for professionals engaged in the recycling and waste reduction field. CRRA attendees come from local governments, non-profits, state agencies, consultants and private businesses. They are engaged in developing and managing programs for e-waste, recycling collections, organics, C&D recovery, green building, household hazardous waste, education campaigns and other environmental services. The average CRRA attendee is likely to make or influence purchasing decisions.

This year's CRRA Conference Title is "Innovate: Think Outside the Triangle." Be reinvigorated and inspired by this year's INNOVATIVE conference sessions and workshops. Topics include cutting-edge, "outside the triangle" programs and policy, ways to boost diversion in private industry, challenges and solutions affecting diversion in the public sector, progressive case studies, and stimulating programs implemented statewide.

Catch the excitement of internationally-known, environmental innovator Gunter Pauli. Gunter Pauli will engage attendees with his keynote presentation on "Adding Value to the Bottom Line and Eliminating Air, Water and Land Emissions." He is the founder and leader of the Zero Emissions Research and Initiatives. ZERI has demonstrated in projects around the world over the past 10 years how we can do so much more with what nature provides, by applying the laws of nature and a systems approach to solving problems.

FOR MORE INFO AND TO REGISTER, VISIT [WWW.CRRA.COM](http://WWW.CRRA.COM)

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JOBS

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**California Invasive Plant Council: Outreach Associate**

Cal-IPC is a small environmental nonprofit organization working to protect California's wildlands from invasive plants through research, restoration, and education. Formed in 1992, Cal-IPC publishes the state's definitive list of wildland weeds, and is a leader in advancing policy and management solutions. Current campaigns include statewide mapping and partnering with nurseries to prevent introductions. Our statewide membership of 1,000 includes public and private land managers, researchers, volunteer stewards and concerned citizens. We have two paid staff (this position will be a third staff person).

**Job Responsibilities:**

Organizing events such as field courses, annual Symposium, advocacy events.  
Communicating with members, the media, and the public through phone and email.  
Writing and designing outreach materials for diverse audiences.  
Staffing Cal-IPC exhibit at events.  
Updating the Cal-IPC website.  
Phone reception.  
Maintaining membership database.  
Representing Cal-IPC in various collaborative meetings and public events.  
Supporting current staff in administrative, fundraising, and project activities.  
Other duties as required.

**Required Skills:**

Excellent written and spoken communications—professional and friendly.  
Computer proficiency with word processing (MS Word), spreadsheet (MS Excel), database (MS Access), presentation (MS PowerPoint), email and internet applications.  
Ability to work with a variety of groups including other nonprofits and industry  
Interest in invasive plant and ecological restoration issues.  
Conscientious attention to detail and accountability for multiple projects at once.  
Ability to work well independently and as part of a team.  
Vision, inspiration, and positive attitude for improving public awareness.

**Additional Desirable Skills:**

Experience organizing large events .  
Experience in communications, public relations, or environmental education.  
Experience working in the field of invasive plant biology and control.  
Experience in public policy and the political process.  
Experience with nonprofit management and fundraising, including grant writing.  
Geographic familiarity with California.  
Computer proficiency with desktop publishing or website design (Adobe InDesign, Dreamweaver, etc.).

**Details**

Starting salary range \$28,000 - \$32,000.  
Full-time, 40 hrs/wk, hours flexible. Occasional weekend work may be needed.  
Vacation starting at two weeks per year.  
Health benefit.  
Job location is in Berkeley, California.  
Travel required for meetings and conferences.

**To Apply:**

Submit resume, cover letter, and 2 writing samples to

Doug Johnson, ED, at [dwjohanson@cal-ipc.org](mailto:dwjohanson@cal-ipc.org) or 1442-A Walnut St., #462, Berkeley CA, 94709. If you have any questions, email or call 510/843-3902.

### **Golden Gate Audubon: Volunteer & Membership Coordinator**

Golden Gate Audubon is a wildlife conservation group dedicated to protecting Bay Area birds, other wildlife and their natural habitats. We conserve and restore wildlife habitat, connect people of all ages and backgrounds with the natural world, and educate and engage Bay Area residents in the protection of our shared, local environment. We have a small staff and an active Board of Directors, and many of our programs are implemented by talented teams of volunteers.

The Volunteer and Membership Coordinator is the primary person responsible for recruiting, training, coordinating and retaining the organization's active volunteer team. The Volunteer and Membership Coordinator is also instrumental in developing Golden Gate Audubon's vision for building the role of volunteers within the organization, including developing new programs to engage, train and recognize our volunteers. This position is also responsible for developing and managing the organization's membership base, including membership drives and communications, and will provide support to the Executive Director with other fundraising duties, such as developing fundraising materials, researching funding prospects, and providing support in writing grants. The Volunteer and Membership Coordinator will devote roughly half of his/her time to volunteer development and half to membership development.

#### Key Responsibilities:

- Program Planning and Development: Work with Executive Director and the Volunteer Committee to develop a formal volunteer program that emphasizes recruiting, training and retaining all organizational volunteers, as well as assessing new opportunities to develop volunteers and membership through new programs or partnerships.
- Program Coordination: Working with staff and Board Committees, help to plan, coordinate and develop key aspects of the volunteer and membership programs, including assisting with Golden Gate Audubon's annual volunteer/member appreciation event.
- Volunteer Recruitment, Coordination and Retention: Work closely with staff and committee chairs to coordinate the involvement of Golden Gate Audubon volunteers, identify volunteer training needs and develop volunteer training programs, and build and strengthen volunteer involvement in conservation and education programs, with an emphasis on community-based education programs and "on-the-ground" conservation programs. Maintain a detailed volunteer data base and coordinate mailings and other volunteer communications.
- Membership Development: Work closely with the Executive Director and the Development Committee to increase Golden Gate Audubon's membership base and revenues and to implement communications with members, including membership appeals and fundraising letters and general member communications.
- Public Outreach: Conduct outreach to recruit, train and develop volunteers and to help build Golden Gate Audubon's presence in the community, including giving public presentations, writing articles for The Gull and the website, and representing Golden Gate Audubon at tabling and other outreach events. Build relationships with other organizations to support Golden Gate Audubon's volunteer outreach and recruitment efforts.
- Fundraising: Support the Executive Director in preparing fundraising materials, preparing membership mailings, researching fundraising prospects, and writing grants.

#### A successful candidate must possess:

- A college degree or equivalent. Background or degree in wildlife conservation, environmental education, non-profit development, volunteer development or related field a plus.
- Demonstrated success in working with volunteers. Experience building and implementing volunteer programs a plus.
- Excellent writing, public speaking and advocacy skills.
- A sense of humor and the ability to work flexibly and independently and productively in a small, entrepreneurial environment. Must be a dedicated team-player.

**Additional Qualifications:**

- Demonstrated success building volunteer programs and experience managing, training or working actively with volunteers. Experience fostering leadership among volunteers.
- Experience working with diverse communities. Familiarity with Bay Area communities a plus.
- Proven fundraising experience.
- Familiarity with local bird and wildlife conservation issues a plus.
- Enthusiasm for birds and birding a plus.
- Familiarity with Access or equivalent database software.
- Experience working as a volunteer.

**How to Apply:**

Salary will be commensurate with experience. Health benefits provided.

Send resume and cover letter to: Human Resources, Golden Gate Audubon Society, 2530 San Pablo Ave., Suite G, Berkeley, CA 94702 or via e-mail to [ggas@goldengateaudubon.org](mailto:ggas@goldengateaudubon.org). No phone calls, please. Open until filled.

**Central Valley Air Quality Coalition: Project Coordinator**

The CVAQ Project Coordinator serves as staff to the CVAQ Coalition. The coordinator has direct responsibility for Coalition activities, including meeting management, work plan development, budget management, supervision of CVAQ organizers, legislative and regulatory activity monitoring, and general outreach. The CVAQ Coordinator is a CRPE employee, and the position is located in Fresno, California, with travel to Sacramento and throughout the San Joaquin Valley.

The Central Valley Air Quality (CVAQ) Coalition ([www.calcleanair.org](http://www.calcleanair.org)) envisions a healthy, safe, and economically prosperous San Joaquin Valley where chronic air pollution and epidemic sickness due to poor air quality are eliminated. Its mission is to work toward awareness, act as a watchdog, advocate for policy, and mobilize communities to create clean air in the San Joaquin Valley. In those efforts CVAQ will ensure that all communities, of all races, cultures, classes or creeds, have the opportunity to be involved in the policy development and regulatory processes improving regional health.

CVAQ is comprised of more than 120 organizational and individual partners. One of those partners, the Center on Race, Poverty & the Environment (CRPE), acts as CVAQ's fiscal agent. As such, CRPE manages the day-to-day activities and finances of the Coalition, including supervision of the CVAQ Project Coordinator.

**CVAQ PROJECT COORDINATOR RESPONSIBILITIES**

**I. Organizational Management (75%)**

- Work closely with CVAQ Steering Committee to manage and maintain the Coalition's leadership position within the broader, statewide air quality community as the primary voice for San Joaquin Valley air quality issues.
- With the CRPE Managing Director and in conjunction with the CVAQ Steering Committee, develop and implement a project work plan.
- Schedule and organize All-CVAQ meetings and assist committee chairs in setting up committee meetings.
- Develop and maintain relationships with new and potential Coalition partners.
- Prepare and submit monthly progress/status reports for the CVAQ Steering Committee.
- Meet several times monthly with Directing Attorney in CRPE Delano Office.
- Meet monthly with the CVAQ Steering Committee.

**II. Public Policy and Outreach (15%)**

- Monitor select legislation and regulatory issues in order to engage broader CVAQ Coalition in public policy activities.

- Speak and advocate on behalf of CVAQ.
  - Provide written and oral public testimony on behalf of CVAQ.
- III. Administration and Management (10%)
- Assist in budget development and management.
  - Supervise CVAQ Organizer(s).

#### QUALIFICATIONS

##### Required:

- Minimum of two years (3-4 years preferred) professional experience in the air quality; environmental health, and/or environmental justice arenas.
- Knowledge of environmental justice communities and communities of color.
- Willingness to travel around the region and to Sacramento.
- Familiarity with the San Joaquin Valley region.
- Demonstrated strong and effective writing and oral communication skills.
- Ability to work independently and under deadline pressure.
- Exceptional interpersonal and team player skills.
- Ability to think conceptually, strategically and tactically.
- Excellent project implementation skills.
- Demonstrated ability to work successfully with diverse constituencies and through many communication vehicles (e-mail, voice mail, written correspondence, personal meetings.)
- Ability to work both independently with minimal daily supervision, and as a team player.
- Facility with PC systems and competency/experience with standard computer software.
- Demonstrated ability to set priorities, meet deadlines and work with high degree of accuracy.
- Personal attitude that includes flexibility, willingness to adapt to changing situations and good sense of humor.

##### Strongly preferred:

- Bachelor's degree or equivalent experience.
- Supervisory experience.
- Bilingual English/Spanish.
- Experience with collaborations and/or coalitions.

Send cover letter, resumè, and writing sample to:

Y. Armando Nieto, Managing Director, Center on Race, Poverty & the Environment, 450 Geary Street, Suite 500, San Francisco, CA 94102. [www.crpe-ej.org](http://www.crpe-ej.org), [yanieto@earthlink.net](mailto:yanieto@earthlink.net), 415-346-4179, ext. 1, 805-452-6108 cell.

CVAQ Coalition Home Page: [www.calcleanair.org](http://www.calcleanair.org)

#### **Sierra Club: Field Media Specialist**

Department: Conservation and Communications/SF, CA

Reports To: National Press Secretary

**Context:** As part of the Sierra Club's media team, the Field Media Specialist is responsible for developing, coordinating and implementing messages and strategic media plans for grassroots communications. Provides general media assistance to the field on matters related to the Sierra Club's national priority conservation campaigns.

**Scope:** The Field Media Specialist acts as the liaison between the field and communications staff, to localize national messages and materials for use at the field and chapter level. Develops plans and advises the field staff and issues team on presentation strategy and tactics. Participates in strategy development and assists field offices and organizers promote and pitch their priority national and regional campaigns.

##### Job Activities:

1. Works with media team staff and in consultation with field and other local staff, to develop media messages, stories, strategies and plans for field and other local campaigns. Writes, edits,

and localizes press releases, advisories, statements, fact sheets, press packets, letters to the editor, op-eds and other background material.

2. Collaborates with issues specialists and other appropriate staff on the concept and planning of various media related materials.
3. Develops and coordinates media responses and facilitates rapid response to breaking news stories.
4. Advises field on materials, visuals and pitching for media events and outreach.
5. Garners approval from field staff for all paid advertising efforts in their region.
6. Collects catalogs and distributes visuals (stills, video, slides, etc) for media work by the field.
7. Contributes to staff strategy meetings, and stays current on substantive and political developments in major conservation campaigns by reading latest literature, attending meetings and maintaining contact with relevant sources.
8. Serves as a liaison to Sierra Club priority campaigns, offering strategic media advice, works with field sites and promotes conservation goals to national and regional media.
9. Pitches Sierra Club messages, events and reactions to the working press as needed.
10. Performs miscellaneous duties and special projects as assigned.

#### Seasonal Activities:

Heavier seasonal workloads may occur as a result of project deadlines, staff absences and vacancies, and during peak activity periods. Frequent weekend and/or evening work may be required.

#### Knowledge & Skills:

- 2 to 3 years experience in grassroots organizing and/or grassroots communications work.
- Bachelor's degree in Journalism, Communications or related field or equivalent combination of education and experience.
- Excellent writing and verbal skills
- Demonstrated familiarity with conservation and environmental topics, issues and literature and grassroots organizations
- Familiarity with various computer systems and word processing packages
- Ability to work cooperatively with staff and volunteers
- Ability to meet strict deadlines and work under pressure
- Periodic travel to up to 15%.

#### **California Air Resources Board: Several positions**

The California Air Resources Board is recruiting to fill several positions in the Air Pollution Specialist and Air Resources Engineer series. Individuals with educational backgrounds in environmental sciences, engineering, chemistry, or Geographic Information Systems are encouraged to apply. Visit the following URL for more information:  
<http://www.arb.ca.gov/as/personnel/jobs/jobs.htm>.

#### **Peninsula Open Space Trust: Donor Stewardship Assistant**

The Peninsula Open Space Trust ("POST") is one of the nation's most dynamic and successful local land trusts, and has successfully protected over 55,000 acres of open space, creating a Peninsula "greenbelt" and wildlife corridor on the Skyline Ridge, the San Francisco Bay and along the San Mateo County Coast.

We are seeking a lively and energetic team player to assist the Director of Donor Stewardship with the cultivation, solicitation and stewardship of our donors. The position is responsible for drafting and producing donor acknowledgment letters and other correspondence, assisting with POST's planned giving program, conducting donor and prospect research, and overseeing the monitoring of donor recognition items. Additional responsibilities include assisting with the planning and implementation of donor events and providing administrative and database support to the Director.

Ideal candidates will possess:

- Excellent written and verbal communication skills.
- Experience in administrative support, preferably in a fundraising office, working directly with donors.
- Excellent organizational skills.
- Ability to work well with others and to work under pressure in a professional manner.
- Ability to prioritize and effectively handle multiple tasks.
- Computer literacy, including experience with Word, Excel and database programs.
- Ability to handle highly confidential information with discretion.
- Professional appearance and demeanor.
- College degree.

POST is an equal opportunity employer and encourages applications from people of under-represented groups who will contribute to the diversity of its staff.

How to Apply:

Send resume with cover letter describing your interest in POST's mission to:

Office Manager

Peninsula Open Space Trust

3000 Sand Hill Road, Bldg 1, Ste 155

Menlo Park, CA 94025

E-mail:

[jpotter@openspacetrust.org](mailto:jpotter@openspacetrust.org)

<http://www.openspacetrust.org>

### **Peninsula Open Space Trust: Grants Officer**

The Peninsula Open Space Trust ("POST") is one of the nation's most dynamic and successful local land trusts, and has successfully protected over 55,000 acres of open space, creating a Peninsula "greenbelt" and wildlife corridor on the Skyline Ridge, the San Francisco Bay and along the San Mateo County Coast.

We are seeking a Grants Officer to develop and implement foundation, corporate, and public funding solicitation programs for the protection of open space. The position works closely with foundation staff and corporate employees to coordinate funding-related activities and ensure reporting requirements are provided in accordance with deadlines. Responsibilities include the preparation of grant proposals, reports, correspondence and memorandums to support funding activities. The Grants Officer will also track legislative activities of importance to POST, including bond acts and other budgetary activities affecting state agencies that provide funding to the organization.

The ideal candidate will possess:

- o Experience writing major grant proposals and reports.
- o Excellent written and verbal communication skills.
- o Excellent interpersonal skills.
- o Knowledge of state legislative and public funding process.
- o Experience managing several projects simultaneously under pressure using effective time management skills.
- o Four years or more nonprofit experience.
- o Superb organizational skills.
- o Careful attention to detail.
- o Ability to work independently.
- o Background in the environmental conservation field preferred.
- o Professional experience and demeanor.
- o College degree, preferably in a related field.

o Computer literacy.

POST is an equal opportunity employer and encourages applications from people of under-represented groups who will contribute to the diversity of its staff.

Competitive salary with an excellent benefits package.

How to Apply:

Send resume with cover letter describing your interest in POST's mission to:

Office Manager

Peninsula Open Space Trust

3000 Sand Hill Road, Bldg 1, Ste 155

Menlo Park, CA 94025

E-mail:

[jpotter@openspacetrust.org](mailto:jpotter@openspacetrust.org)

<http://www.openspacetrust.org>

### **Chabot Space & Science Center: Corporate Foundations & Relations Manager**

Under general supervision, is responsible for planning, coordination and implementation of corporate, foundation and government fundraising from local and national funders; cultivates and solicits major corporations and foundations; researches prospects; develops and writes proposals and performs stewardship activities.

Essential Functions:

- Responsible for planning, directing, and implementing corporate and foundation solicitations. Special events, in-kind donations of equipment, and corporate sponsorships are included. Identify, cultivate and solicit corporate and foundation prospects for key Science Center initiatives. Develop key relationships with funding decision-makers.
- Coordinate the development and maintenance of corporate and foundation prospect database and database lists. Prepare financial reports on corporate and foundation giving; develop and oversee the preparation of solicitation and acknowledgement letters, as well as stewardship reports.
- Review corporate and foundation prospects and develop prospecting strategies, matching prospects to Science Center programs.
- Research and write corporate/foundation proposals, prepare accompanying budgets, oversee foundations solicitation and grant administration.
- Manage special appeals as instructed by Development Director for specific needs.
- Assist in short- and long-range strategic planning activities to create and implement fund raising goals and objectives.
- Perform planning and administrative tasks; set annual objectives; evaluate efforts to attain objectives; plan and implement the corporation and foundation portion of a capital campaign; research the campaign giving history of major campaign prospects; conduct appropriate approach strategies; prepare and administer a budget.
- Conceptualize, oversee, and coordinate the marketing of corporate sponsorship and gift materials, i.e., site presentations, brochures, fundraising templates, donor recognition publications, and signs.
- Represent the Science Center at business meetings; may conduct tours and/or give presentations.

Requirements:

- Knowledge of local/national foundations in the areas of education, community, children, museums, and science.
- Knowledge of the top corporations along with expertise in corporate giving in a non-profit environment.

- Prospecting, researching, and networking skills required. Requires willingness to initiate innovative ideas, offer creative plans.
- Provide workable solutions to seemingly negative donor situations.
- Strong written and verbal communication skills.
- Knowledge of fund-raising concepts and terminology.
- Strong interpersonal/human relation skills.
- Ability to effectively interact with top-level corporate executive and board members.

**QUALIFICATIONS:** Bachelor's degree supplemented with five (5) years of development experience with progressively greater responsibility or experience at the middle management level or above, in a business environment.

How to Apply: email [hr@chabotspace.org](mailto:hr@chabotspace.org).

### **Chabot Space & Science Center: Major Gifts Manager**

Under general supervision this position is responsible for planning and coordination of major gift fundraising including strategic planning, donor relations, prospect research and the cultivation, solicitation and stewardship of both current and perspective donors.

#### **ESSENTIAL FUNCTIONS:**

Develop and implement an annual business plan for securing major gifts from board members and other individual donors.

Develop and manage an annual budget for major gift programs, activities, and events.

Coordinate departmental projects with the Development Coordinator supporting major gift activity and other Chabot staff as required.

Supervise staff on special projects and activities.

Formulate specific objectives and appropriate gift solicitation strategies for key donors/prospects that can be shared/utilized by board members, volunteers and senior staff.

Assist in training, motivating and preparing board members, volunteers and staff in conducting face-to-face solicitations and follow-up activities.

Act as staff liaison between key prospects, major donors, volunteer solicitors and senior staff.

Set up and manage a system for identifying and researching major gift prospects.

Institute a monthly system for tracking current donor activity and renewals.

Provide monthly reports on donor/prospect activity and financial progress.

Plan and execute special events for cultivating/soliciting major donors and prospects.

Assist committee with the planning and production of Chabot's fundraising events, including the annual gala.

Attend monthly Development Committee and sub committee meetings as needed.

Represent Chabot at community functions, events, business meetings etc., as needed.

Perform other duties as assigned by the Development Director.

#### **REQUIREMENTS:**

Highly organized and detail-oriented, with excellent written, oral and interpersonal communication skills.

Experience in donor research and cultivation including a strong working knowledge of current donor research techniques and practices.

Ability to manage multiple projects.

Flexibility to work some weekday evenings and weekends as needed.

Also, requires good judgment and discretion with confidential materials.

Must be computer literate; knowledge of spreadsheets and databases preferred (Experience with Black baud's Raiser's Edge a plus).

#### **QUALIFICATIONS:**

Bachelor's degree with major coursework in communications, technical or interpretive writing, business or public administration, education, or a closely related field. At least three years of non-profit fund raising experience, preferably with an established major gifts program.

How to Apply:

Email: [hr@chabotspace.org](mailto:hr@chabotspace.org)

### **California Breast Cancer Research Program: Special Research Initiatives Research Analyst**

The California Breast Cancer Research Program (CBCRP), the nation's largest State-funded breast cancer research program, seeks a research analyst specializing in environmental health for its Special Research Initiatives team. For more information about the Program, visit our web site at [www.CaBreastCancer.org](http://www.CaBreastCancer.org).

The Research Analyst will provide research, data analysis and analytical support including conducting integrative literature reviews, communicating with advisory boards, creating internal and external communication materials, and managing contracts and grants.

A successful candidate will (see full posting for more details):

- have an advanced degree in public health, health services research, environmental health, or social, with at least 3 years of relevant experience.
- be able to perform analysis of complex scientific and research policy issues, and strong quantitative and qualitative data analysis skills.
- be able to adapt to changing situations, set priorities, and work independently, managing conflicting priorities and deadlines.

Location: Oakland. Salary: \$51,336-\$71,832.

For more information, contact [janna.cordeiro@ucop.edu](mailto:janna.cordeiro@ucop.edu).

To apply, visit: <http://jobs.ucop.edu> and search for requisition # 20060053.

### **Friends of the Urban Forest: Planting Manager**

Are you interested in community building and urban greening? For 25 years Friends of the Urban Forest (FUF) has been working with communities in San Francisco to plant and care for trees. The Planting Manager works with neighborhood organizers and FUF volunteers to coordinate Saturday morning plantings throughout the city. You would be responsible for healthy trees, happy & engaged communities and special projects to further our programs. Tree Care is also an aspect of the Planting Manager's duties including pruning and re-staking young trees with student interns and volunteers. The planting manager requires a background in horticulture. The position involves both office and field work including computer work, public speaking, some heavy lifting (40 lbs.), and driving the FUF truck or own vehicle as needed (a valid California license is required). General office and administration skills along with computer skills, good knowledge of trees/plant materials, attention to detail and a whole lot of people skills are needed for this full time position with great benefits. Women and people of color are strongly encouraged to apply. For additional information, go to <http://www.fuf.net>, employment opportunities.

The Planting Manager is primarily responsible for the implementation of FUF's Neighborhood Tree Planting Program, working with neighborhood groups to organize one to two tree plantings a month. Tree care (pruning) of FUF's 18-month old trees is also a part of this position. The planting manager requires a background in horticulture. The position involves both office and field work including computer work, public speaking, some heavy lifting (40 lbs.), and driving the FUF truck or own vehicle as needed (a valid California license is required). The Planting Manager works closely with neighborhood coordinators, planting groups, and FUF volunteers.

\*\*\*Details and Responsibilities\*\*\*

TREE PLANTING PROGRAM

- Surveys neighborhood planting projects to determine species recommendations and to become familiar with utility issues and neighborhood layout.
- Notifies Underground Service Alert for all properties requesting trees.
- Approves tree locations and marks sidewalks for cutting, observing USA markings and city guidelines.
- Conducts community meetings for planting groups to explain planting process, property owner responsibilities and determine species selection.
- Ensures that all required permits & required paperwork is completed and filed properly.
- Collects and tracks all money and ensures that all bills are paid in a timely manner.
- Provides direction and supervises contractors.
- Orders trees and supplies.
- Coordinates and supervises planting volunteers.
- Prepares planting and distribution maps for planting volunteers.
- Coordinates and supervises planting day logistics including arrangements for any special celebrations/ ceremonies.
- Writes final report and documents with slides/photos if necessary.
- Assesses trees planted 2-months after planting and performs necessary care at that time (often re-tying and some re-staking).

TREE CARE

- Scheduled tree care on 18 month old FUF planted street trees including, pruning re-staking & tying, tree basin work and reporting on work performed to property owner and in-house surveys.
- Same as above for but for emergency tree care where all staff participates when necessary.

OTHER DUTIES

- Orders planting and miscellaneous planting supplies.
- Maintains trees in inventory.
- Maintains tools in clean working order.
- Maintains FUF truck in clean working order.

OFFICE-RELATED DUTIES

- Creates and revises forms and documents as needed.
- General correspondence.
- Maintains technical resource files.
- Works with other staff on special projects and day to day operations.
- Slide taking, film processing, labeling and filing.

COMMUNITY OUTREACH

- Assists in planning and attends and participates in FUF special events and award ceremonies.
- Attends neighborhood meetings and special events to promote the value of trees.

SUPERVISION

- Supervises FUF Student Interns as needed.
- Trains new planting managers, interns and volunteers as needed.
- Supervises FUF volunteers and updates volunteers lists.

Hours: 40 hours per week including evening meetings and Saturday plantings.

Additional Qualifications: Knowledge of Arboriculture & San Francisco Bay Area plant material a strong plus.

How to Apply: Fax resume and cover letter to Doug Wildman, 415-561-6899 or email to [doug@fuf.net](mailto:doug@fuf.net) or mail to Friends of the Urban Forest, Presidio of San Francisco, P.O. Box 29456, San Francisco, CA 94129-0456.

## **Defenders of Wildlife: Online Communications Associate**

Defenders of Wildlife is a leading environmental nonprofit, dedicated to the protection of endangered species and habitat. With approximately 350,000 e-subscribers, Defenders is an industry leader online. Defenders is focused on further expanding our e-advocacy, e-fundraising and e-education activities through testing and innovation. The Online Communications Associate will play a key role in configuring, writing, editing, and tracking outbound campaign emails and e-newsletters. This person will also assist with writing, editing, configuring, and management for some of our websites, particularly during Defenders' website redesign and launch. This person should be organized and have a strong attention to detail as we do sophisticated segmentation and tracking of emails. Preferably, this person will also have an interest in identifying and implementing new online technologies.

### **Duties:**

1. Writes, edits, configures, and tests Defenders emails and accompanying action and donation forms, autoresponders and tell-a-friend messages.
2. Acts as principal online liaison with regional field staff, coordinating the schedule for alerts and reporting back to program staff on campaign outcomes.
3. Works with program staff to organize, create, and edit content for Defenders' websites.
4. Other duties as assigned.

### **Required qualifications:**

1. Outstanding email editing skills for diverse audiences and with diverse goals.
2. Excellent email writing skills for diverse audiences.
3. Basic Web design skills (HTML and Photoshop).
4. Demonstrated interest in environmental or wildlife issues for Defenders' mission.

### **Preferred qualifications:**

6. Experience writing and managing e-fundraising, e-advocacy, and other e-campaigns.
7. Political savvy for how to effectively conduct e-campaigns and influence political leaders.
8. Experience with e-CRM (e-Constituent Relationship Management) software platforms.
9. Experience with CMS (Content Management System) software platforms.
10. Experience with identifying and implementing APIs to leverage rich content delivery services like Googlemaps, Flickr, Youtube, etc.
11. Familiarity with social networking platforms and other Web 2.0 technologies
12. Knowledge of conservation / environmental issues.

### **Application Instructions**

To apply, please reference Online Communications Associate, and send resume, cover letter and salary history to:

Email: [HR@Defenders.org](mailto:HR@Defenders.org)

Fax: 202/682-1331

Mail to: HR, Defenders of Wildlife, 1130 17th Street, N. W., Washington, D. C. 20036-4604.

## **Norcal Waste Systems, Inc.: Diversion Auditor**

Position is responsible for increasing recycling and organic waste diversion by analyzing assigned customer's discards and by recommending and coordinating appropriate recycling and organics collection services.

Conducts basic waste characterization and evaluation (sorting waste by category) of customer's refuse, recycling, and organics, at customer sites and at Company facilities.

Conducts outreach and training to customers emphasizing material identification and increased utilization of appropriate collection services with the goal of increasing waste diversion.

Interfaces with operations to establish or modify customer's refuse, recycling, and organics services.

**Qualifications:**

Bachelor's degree or one to two years related experience and/or training; or equivalent combination of education and experience. Valid Class C drivers license required.

While performing the job duties, the employee is frequently exposed to outside weather conditions, dust, odors and moisture associated with solid waste discards. Exposure to and work around heavy operating equipment, and in and around confined spaces. Noise is usually moderate, but occasionally high. Must have the ability to move/push up to 50 pounds.

Communication ability in Chinese and/or Spanish desirable.

40 hours per week, working hours will vary. \$45K /yr. plus employer paid benefits.

Send résumé to: Attn. HR: (indicate the position you are applying for) Fax: 415-330-1337, Email: jalva@norcalwaste.com. EOE.

**Castro Valley Sanitary District: Solid Waste Program Intern**

Castro Valley Sanitary District (CVSD), a Public Wastewater and Solid Waste agency located in the unincorporated area of Alameda County known as Castro Valley, is seeking a Solid Waste Program Intern. Receiving direction from the Administrative Services Supervisor, the Intern will be assigned to assist with Used Motor Oil Recycling, Environmental Education and other Department programs as assigned. Position not to exceed 1,000 hours nor extend beyond June 30, 2007.

**Requirements:**

Some knowledge of the recycling industry and/or wastewater treatment process.

Basic computer proficiency, including familiarity with word processing, spreadsheet and presentation applications.

Ability to communicate effectively and tactfully in oral and written forms.

Possess a valid California Class C driver's license and have a satisfactory driving record.

**Desirable Qualifications:**

Bilingual (English/Spanish).

Ability to comfortably and independently provide community outreach at public events and in business settings.

**Compensation:**

Salary: \$10.00 per hour, starting; \$12.00 per hour, after 90 days. Hours (between 7:30 am-4:30 pm, Monday through Friday) will be coordinated with the successful candidate. A \$2.00 / hour premium will be paid to the successful bilingual candidate.

**To Apply:**

Applications are available online at [www.cvsan.org](http://www.cvsan.org), "Employment Opportunities", or by telephone request at (510) 537-0757. Applications must be fully completed and may be mailed or brought directly to Castro Valley Sanitary District, 21040 Marshall St. Castro Valley, CA 94546. Resumes may accompany the application; however, a resume will not take the place of an application form. Applications are now being accepted. Position is open until filled.

**Sierra Club: Advancement Director of Finance and Operations**

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 are presently seeking a Director of Finance and Operations for our Advancement Department. We are seeking a skilled financial professional to manage financial reporting and analysis, donor record and stewardship systems and a variety of other operations that support nationwide fundraising activities. This position reports to the Chief of Advancement Officer and works closely with Gift Officers and major donors.

Qualified applicants should have a B.A. in Finance or an MBA, prior experience in large operation budgeting, financial forecasting and financial and operations background in a non-profit environment.

Position is based in San Francisco, CA.

To apply, send or email a cover letter/resume (specifying Posting Title in the subject line) showing chronological job history and a letter of application to: Director of Human Resources  
Sierra Club  
85 Second Street  
San Francisco, California 94105-3459  
fax: 415-977-5796 OR  
Email: resumes@sierraclub.org

### **Breast Cancer Action: Development Director**

Breast Cancer Action (BCA) seeks a highly motivated, dynamic, and experienced individual to lead its growing fundraising efforts. The Development Director is responsible for overseeing a multi-faceted fundraising program, and for planning, developing, and maintaining strategies to meet the organization's financial goals. Candidates must have a proven track record as a strong development generalist in a non-profit of similar size and scope.

The Development Director is responsible for planning and coordinating various fundraising campaigns, building relationships and communicating with individual donors, foundation program officers, and corporate funders. The Development Director reports directly to the Executive Director (who is active in fundraising), supervises a full-time Development Associate and works in concert with the Board Development Committee as well as other volunteers and staff.

Primary responsibilities include:

Develop, manage, and implement all solicitation activities with individual donors.

Manage fundraising efforts of board and non-board volunteers related to individual giving.

Write foundation and corporation proposals and reports, and research new avenues of funding and making contact as necessary with foundation program officers.

Coordinate fundraising aspects of benefit events, including house parties.

Prepare and analyze fundraising reports for the Board of Directors, the annual report, the annual audit, and the newsletter.

Manage all aspects of major gift campaign.

Ideal candidate will have 5-7 years' proven success with direct gift solicitation, managing board-driven fundraising activities, and successfully meeting targets and timelines. We seek a unique candidate who wants to be part of a hard-working, committed staff and work in a collaborative, fast paced office. Candidates must be flexible and excel at incorporating both structure and innovation into the fundraising efforts. BCA is a progressive environment; the best candidate will be passionate about the work of the organization and its evolution.

Skills and Qualifications:

Excellent computer (PC) skills and database management. Knowledge of Donor Perfect helpful. Excellent writing and communication skills.

Great organizational and management skills with attention to detail. Strategic thinker and planner.

Positive, proactive and personable team player.

Understanding of and commitment to women's health issues and social change.

About Breast Cancer Action: BCA is an education, activist and policy nonprofit whose mission is to carry the voices of people affected by breast cancer to inspire and compel the necessary changes to end the epidemic. BCA has a national presence, an office in San Francisco, and an annual budget of \$1 million supported by individuals (60%), foundations and corporations. For a complete job description and more information, please visit: [www.bcaction.org](http://www.bcaction.org).

Compensation: This position is full-time. The salary range is between \$70,000 and \$80,000.

Benefits include three weeks vacation, medical/dental coverage and a flex-time option.

Breast Cancer Action encourages women of color to apply and is an Equal Opportunity Employer.

To Apply: Please include "BCA Director" in the subject line. Submit resume, cover letter, and salary requirements to:

Katie Bouton

Executive Search Consultant

Koya Consulting LLC

Fax: (978) 255-1571

E-mail: [katie@koyaconsulting.com](mailto:katie@koyaconsulting.com)

URL: <http://www.bcaction.org>

### **San Francisco Maritime National Park Association: Development Director**

The San Francisco Maritime National Park Association seeks a dynamic Development Director to oversee individual giving, donor cultivation, membership, special events, corporate giving, and grant writing. If you have an energetic personality, excellent writing skills, an interest in California's history and experiential education, and you enjoy a stimulating work environment with opportunities to grow with the job, this is the perfect position for you!

The Position: The Development Director is a self-directed leader who works closely with the Board of Directors and Executive Director to cultivate and solicit gifts from individual, corporate and foundation donors. As the organization's main writer and lead fundraising strategist, the Development Director is responsible for conceiving and drafting all fundraising material and correspondence related to individual giving and corporate sponsorships, and for writing grant proposals and reports to foundation, corporate, and government sources. The Development Director oversees the Development Assistant who is responsible for membership, database management and special event logistics.

The Organization: The San Francisco Maritime National Park Association educates and enhances public appreciation for the San Francisco Bay Area's unique and vibrant maritime history. The Association is the partner of San Francisco Maritime National Historical Park, a unit of the National Park Service. We help to preserve this outstanding collection of historic ships and maritime artifacts, present award winning educational programs for children and adults, and provide services that enhance visitors' experiences at the Maritime Museum, Hyde Street Pier, the J. Porter Shaw Maritime Library, the tall ship Balclutha, the World War II submarine USS Pampanito and other historic ships.

Qualifications & Compensation: The successful candidate must have a bachelor's degree and a minimum of 5 years of fundraising experience, including major individual, foundation and corporate gifts; professional experience in museums, maritime education, outdoor education, or

historic preservation preferred; strong interpersonal skills and ability to develop relationships with individual, foundation and corporate donors. Salary range: \$60,000-\$70,000 DOE, plus generous benefit package.

To Apply: No calls, please. Send resume, cover letter, and samples of fundraising letters and grant proposals with a list of three references to:

Executive Director  
San Francisco Maritime National Park Association  
PO Box 470310  
San Francisco, CA 94147  
E-mail: [director@maritime.org](mailto:director@maritime.org)  
URL: <http://www.maritime.org>

### **California State Parks Foundation: Major Gifts Director**

The California State Parks Foundation (CSPF) is the only statewide membership organization dedicated to the protection, enhancement and preservation of California's 278 state parks. Founded in 1969 the Foundation has over 65,000 members. The Foundation is a powerful advocate for California's state parks ensuring adequate funding and sound park policy. For additional information, visit [www.calparks.org](http://www.calparks.org)

The Major Gifts Director is a new position, with responsibility for creating and implementing a major gifts program, including deferred gifts. The Foundation currently solicits major gifts through The Californians component of its direct mail program. Over 200 individuals give at the \$1,000+ level, providing a strong foundation on which to build the major gifts program. The Major Gifts Director will work closely with the President, Vice President, Board Development Committee and Trustees to develop cultivation, solicitation, and stewardship strategies for major donors. The Major Gifts Director will also be responsible for developing his/her own portfolio of prospects. The Major Gifts Director is also responsible for overseeing the annual gala. The Major Gifts Director reports to the Vice President. The Major Gifts Director will be based in Kentfield. However, it is possible that they might be based in CSPF's Los Angeles or Sacramento offices, if appropriate.

#### Major Responsibilities

- Participate in the creation of annual and long-term development goals and strategies
- Develop and implement strategies for identifying, cultivating, soliciting and stewarding current and prospective major donors. Manage a portfolio of 200 existing donors and build a significant portfolio of major gifts prospects.
- Personally cultivate and solicit major donor prospects.
- Work closely with the Vice President, President, and individual Board Trustees to support cultivation and solicitation of major donor prospects.
- Prepare proposals and written communications.
- Identify, cultivate and solicit potential deferred gift donors.
- Ensure proper prospect tracking on Raiser's Edge database.
- Work closely with new Events Committee and staff to execute the annual gala; oversee contract event producer.
- Develop and monitor major gifts, legacy giving and event budgets.
- Other duties as assigned.

#### Qualifications

- Minimum of four years experience in major gifts solicitation, with demonstrated success in personal solicitation and in managing solicitors. Parks, environmental, and/or historic preservation experience desirable.
- Excellent writing, oral communication and interpersonal skills, with ability to work independently and as a team member.

- Entrepreneurial approach and interest in building an effective major gifts program. Self-starter, well-organized, flexible and detail-oriented. Able to set priorities and manage multiple projects.
- Ability to manage and motivate volunteers.
- Demonstrated ability to use Microsoft Office (Word, PowerPoint, and Excel) and a sophisticated fund raising database (Raiser's Edge).
- Knowledge of deferred gifts and legacy giving programs. Knowledge of Bay Area or Southern California philanthropy, particularly for parks, environmental and/or historic preservation causes.
- Ability to manage special events and cultivation activities.
- Ability to travel throughout the state and work nights and weekends as required.
- Baccalaureate degree.

Competitive salary, commensurate with experience. Excellent benefits package. The Foundation is an equal opportunity employer.

**How to Apply:**

Email letter outlining qualifications and salary requirements and resume to Laura McCrea, Major Gifts Search, care of [bonnie@calparks.org](mailto:bonnie@calparks.org). No phone calls.

**Dan Smith and Associates: Architectural Designer**

Dan Smith and Associates, Architects is looking for a dynamic architectural designer to join our team. Our small firm is a well-established and busy leader in environmental design. We have just completed a LEED registered facility and are currently working on several straw bale houses, small commercial and mixed-use projects, and a number of urban infill projects and major residential remodels.

We are looking for a talented person with the following qualifications:

- Two to five years of production drafting and project management experience, with professional degree.
- Commitment to green design
- Knowledge of Type V construction and detailing
- Well-rounded, creative, self-motivated, and organized
- Experienced in CAD, ideally with Vectorworks

DSA Architects is an energetic yet informal firm located in a sun-lit office in Berkeley. Here you will be working closely with the project architect and expanding your knowledge of environmental design and project management.

Compensation commensurate with experience.

Please send email responses and resumes to [job0506@dsaarch.com](mailto:job0506@dsaarch.com).

**Sierra Club: Program Assistant - Development**

Sierra Club, a leading national environmental organization, has an opportunity for a program ass't in our fast paced Office of Development. Responds to requests from members, donors and the general public concerning Sierra Club programs and activities.

Req's strong interpersonal and communication skills, and experience with database management, desktop publishing and MS Word/Excel. Excellent opportunity to learn the many facets of development for a large non-profit organization.

Please send cover letter/resume (specifying " Program Ass't - Development" in the subject line) to: [resumes@sierraclub.org](mailto:resumes@sierraclub.org). Sierra Club is an EOE committed to a diverse workforce. NO PHONE CALLS PLEASE!!!

**Natural Heritage Institute: Senior Water Resources Professional**  
ECOLOGICAL RESTORATION OF RIVER BASINS

The Natural Heritage Institute is seeking to immediately hire a full time senior water resources professional to work with an interdisciplinary team on water management innovations. This position can be in either the San Francisco or Sacramento offices.

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 <http://www.n-h-i.org>.

Required qualifications:

- Professional level of Spanish fluency.
- Experience in California water management law, policy, institutions and infrastructure.
- Advanced degree in environmental science, engineering, planning, law, or economics.
- Minimum of 5 years of relevant experience.
- Superlative written and oral communication skills.
- Exceptional interpersonal skills.
- Strong personal and professional commitment to conservation of natural resources.

We are also seeking expressions of interest in a second position that will become available within 3-6 months for an expert in international dam reoperations, with experience in China, West Africa, Brazil, India/Pakistan or Southeastern Africa. Important also is a good technical understanding of agricultural water management, hydropower or flood control infrastructure and familiarity with international and intergovernmental institutions involved in the water sector. Please indicate "Expression of Interest—Global Dam Reoperations."

Desired qualifications:

- Experience working with Mexican institutions.
- Excellent analytical skills, including familiarity with modeling techniques and tools.
- Immediate availability.

How to Apply:

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

Gregory A. Thomas, President  
Natural Heritage Institute  
[jnagtalon@n-h-i.org](mailto:jnagtalon@n-h-i.org)

Please indicate "Applicant—River Restoration" in the subject line. No phone calls please.

**Golden Gate University School of Law, Environmental Law and Justice Clinic: Litigation Staff Attorney**

Classification: Full-time, starting Aug. 1, 2006, exempt; one-year contract, renewable based on performance and funding

Salary Range: Based on public interest scale and commensurate with experience (\$50-60K), plus the University's benefits package

**\*\* Position Summary \*\*** The award-winning Environmental Law and Justice Clinic at Golden Gate University School of Law in San Francisco is seeking a staff attorney with significant litigation experience to serve as a full-time staff attorney for a one-year contract position, which may be renewed based on performance and funding availability.

**\*\* Environmental Law & Justice Clinic \*\*** Established in 1994, the Clinic is part of the law school and is staffed by students, a scientist and two full-time professors. The Clinic's twin missions are to train students to become effective, ethical lawyers and to provide excellent service to low-income communities and communities of color bearing disproportionate environmental burdens. The Clinic has successfully fought air, soil and water pollution from refineries, power and manufacturing plants, and military facilities through lawsuits, participation in administrative proceedings and providing legal and technical assistance to clients in their organizing efforts.

**\*\* Golden Gate University School of Law \*\*** GGU has one of the top environmental programs in the country. U.S. News & World Report has ranked the environmental law program in the top 20 in the nation and third in California.

**\*\* Job Description \*\*** The staff attorney will have substantial litigation responsibility in cases against pollution sources and government agencies, including developing cases and litigation strategies consistent with the mission of the clinic, assisting in other Clinic cases, and supervising students.

**\*\* Qualifications \*\***

- \* Extensive litigation experience, with skills and willingness to have primary responsibility in certain clinic cases and to handle court trials
- \* Bar membership in California
- \* Commitment to community service and social justice
- \* Excellent written and oral communication skills
- \* High degree of professionalism in all aspects of lawyering, including in dealings with staff, colleagues, and opponents, managing the demands of litigation and zealous representation of clients
- \* Interest in mentoring and supervising students in clinic litigation
- \* Familiarity with environmental and administrative law preferred

**\*\* To Apply \*\*** Send a cover letter highlighting your qualifications, resume, writing sample, and list of references by June 30, 2006, to: Professors Alan Ramo (aramo@ggu.edu) and Helen Kang (hkang@ggu.edu), Environmental Law and Justice Clinic, Golden Gate University School of Law, 536 Mission Street, San Francisco, CA 94105-2968; or apply through <http://www.ggu.edu/jobs/applicant/>.

### **Transportation and Land Use Coalition: Transportation Program Director**

The Transportation and Land Use Coalition (TALC) is a partnership of over 90 groups working for a sustainable and socially just Bay Area. We envision a region with healthy, walkable communities that provide all residents with transportation choices and affordable housing. TALC analyzes county and regional policies, works with community groups to develop alternatives, and coordinates grassroots campaigns. TALC is a nonprofit organization with 10 staff members that has gained national recognition for our work to promote transportation alternatives and more livable neighborhoods.

The Transportation Program Director is responsible for coordinating a variety of the campaigns and programs outlined in TALC's World Class Transportation Initiatives as well as the Transportation Equity and Community Health Initiative. Information on these initiatives is available online in TALC's 2005-2008 strategic plan: [http://www.transcoalition.org/about/about\\_stratplan.html](http://www.transcoalition.org/about/about_stratplan.html).

General duties for the position include:

- Analyzing and summarizing regional and state policies and investments, soliciting input from Coalition members, developing recommendations and leading grassroots advocacy efforts.

- Collaborating with member groups on local campaigns to improve public transit (such as implementing Bus Rapid Transit on key corridors), to gain additional funding for bicycle and pedestrian projects, and to expand the regional rail system.
- Providing policy analysis and recommendations for the Transportation Justice Working Group, TransitWorks, and other regional collaborations.
- At times, working with transportation agencies to implement some of the projects TALC and proposed and/or championed. In the past, this has included overseeing the process to design and administer the \$20 million Safe Routes to Transit program.
- Soliciting and overseeing contracts with agencies to assist them in integrating land use planning with project design, and in increasing participation of low-income, people-of-color communities.

Given the breadth of TALC's advocacy and project implementation efforts, the specific workplan will be tailored to fit the skills and experience of the new Transportation Program Director. The Transportation Program Director will work out of TALC's Oakland office, will report to and work closely with TALC's Executive Director, and may supervise staff, interns and volunteers as needed.

#### EXPERIENCE AND SKILLS:

- Master's degree in planning or a transportation-related field preferred; candidates with a bachelor's degree and at least two years of experience in the field of transportation may also apply.
- Sophisticated understanding and appreciation of planning and funding processes for transit, bicycle, and pedestrian projects, particularly Bus Rapid Transit.
- Familiarity with the Bay Area transportation systems and experience with the region's advocacy community preferred.
- Ability to, with very little supervision, direct a number of unrelated projects, effectively prioritize tasks for completion, make the most of limited resources, and respond quickly to constantly changing circumstances.
- Excellent writing and group presentation skills.
- Demonstrated community outreach and organizing skills.
- Demonstrated commitment to social and economic justice, and ability to work and communicate effectively with individuals of varying ethnic background, age, and education level.

#### COMPENSATION AND BENEFITS:

Full-time (37.5 hours/week), salary commensurate with experience and competitive with other nonprofits, anticipated salary range is \$42,000-\$55,000, but flexible. Compensation includes health and dental insurance, generous vacation time, comp time, and an exciting team-oriented work environment. TALC also administers an employee contribution 403b retirement plan and participates in the Commuter Check program.

#### HOW TO APPLY:

Please send a short, descriptive cover letter and resume to: TALC/Transportation Program Director, 405 14th Street, Suite 605, Oakland, CA 94612, or fax to: (510) 740-3131. No e-mail please. Review of applications will begin Thursday, June 15, with interviews likely the week of June 19. Visit [www.transcoalition.org](http://www.transcoalition.org) for more information about our Coalition. TALC is an equal opportunity employer. People of color and women are strongly encouraged to apply.

#### **Common Knowledge: Senior Internet Campaign Manager**

The Senior Internet Campaign Manager works with the Common Knowledge team to assist nonprofits in building new web sites, and to deliver online campaigns for communications, marketing, fundraising, and advocacy. As a campaign manager you'll use your nonprofit Internet experience to assist organizations such as Earthjustice, Defenders of Wildlife, Humane Society, Breast Cancer Fund, American Jewish Committee, Northern Arizona University, Polly Klaas Foundation, ACLU and others to successfully grow and leverage their online communities.

This opening is for the San Francisco, CA area. Salary is commensurate with experience. Position includes great benefits package. Common Knowledge is an Equal Opportunity Employer.

### Responsibilities

#### *Client, Project and Campaign Management (90%)*

Online Campaigns: Particular emphasis on prior experience with sophisticated online fundraising campaigns. Also valuable – experience in leading online advocacy and acquisition campaigns.

Website Design: Strategic (re-)development of client web properties. Includes information architecture, site map, wireframing, design and implementation. Note: CK staff designer provides core graphic design capability and coders implement designs – you would be responsible for best practices and methodology.

Client Management: Regular client interaction and support; relationship development.

Project Management: Project timeline development and tracking; Communication of project status, issues, and problem resolution via email, phone, written and one-on-one communications; Coordination of all Common Knowledge, partner and client resources throughout the project.

Online Tools: Configuration and provisioning of online tools for CRM, CMS and email marketing on behalf of Common Knowledge clients. Prior experience with Kintera, GetActive, Convio, Crown Peak and other nonprofit-specific software tools a plus.

#### *Marketing and Business Development (10%)*

Network: Network with key client, partner, and vendor staff; stay connected with regional activities related to Common Knowledge's line of business; remain "in the know and up to date" about activities, ideas, thinkers, movements, trends and concepts related to our business and clients.

Conference Participation: Present at and represent Common Knowledge at industry conferences and events.

Business Development: Assist with new business development by assisting in the preparation of proposals, attending prospective client meetings, and networking with prospects

### Experience

Must have 2-4 years experience in the following areas:

Client Management or Team Management (if working for Nonprofit)

Online fundraising campaigns (required)

Online advocacy campaigns (desirable)

Online acquisition campaigns (desirable)

Project Management (including Microsoft Project)

### Qualifications and Skills

Strong organizational skills – organized, detailed-oriented, good follow-through

Excellent communication skills – verbal and written

Very strong work ethic – disciplined, dedicated, self-starter – able to work alone or within team environment equally well

Technical/technology awareness – solid understanding of online tools for CRM, CMS and email marketing; strong general computer skills – office software, database experience a plus.

Travel: Some travel required a few days for month.

Direct all inquiries to [jpatrick@commonknow.com](mailto:jpatrick@commonknow.com) or telephone 415.440.4800.

### **Central Valley Air Quality Coalition: CVAQ Community Organizer**

The CVAQ Community Organizer is an employee of the Center on Race, Poverty & the Environment (CRPE) and as such, receives mentoring and organizational support from the CRPE Director of Organizing. The position is located at the Madera Coalition for Community Justice (MCCJ) in Madera, and the CVAQ Community Organizer receives direct supervision and support from the CVAQ Coordinator located in Fresno. Work plans for the Organizer will be

developed with the Organizer by the CVAQ Coordinator in conjunction with the MCCJ, CVAQ Steering Committee, and CRPE Staff. Duties of the organizer include working with local governmental, agency and educational institutions, as well as grassroots organizing for air quality issues.

The Central Valley Air Quality (CVAQ) Coalition ([www.calcleanair.org](http://www.calcleanair.org)) envisions a healthy, safe, and economically prosperous San Joaquin Valley where chronic air pollution and epidemic sickness due to poor air quality are eliminated. Its mission is to work toward awareness, act as a watchdog, advocate for policy, and mobilize communities to create clean air in the San Joaquin Valley. In those efforts CVAQ will ensure that all communities, of all races, cultures, classes or creeds, have the opportunity to be involved in the policy development and regulatory processes improving regional health.

CVAQ is comprised of more than 120 organizational and individual partners. One of those partners, the Center on Race, Poverty & the Environment (CRPE), acts as CVAQ's fiscal agent. As such, CRPE manages the day-to-day activities and finances of the Coalition, including overall supervision of CVAQ staff activities.

#### KEY DUTIES AND RESPONSIBILITIES:

Conduct personal visits and house meetings.

Identify and leverage community environmental justice issues related to air quality.

Identify and train leadership.

Participate in and direct planning with leaders.

Work with community leaders to conduct winning campaigns on air quality and related community environmental justice issues.

#### QUALIFICATIONS FOR POSITION:

1-5 years of organizing experience preferred.

Ability and willingness to work long and irregular hours.

Travel within Central Valley required.

Basic computer skills preferred (Microsoft Office, Internet).

Ability to work well with diverse groups, under challenging deadlines.

Strong commitment to CVAQ mission and vision

Ability to speak English and Spanish required; ability to write in English and Spanish is strongly preferred.

Experience working with the media and with coalitions a plus.

Knowledge of air quality issues a plus.

#### COMPENSATION

Salary range is \$33,000 to \$40,000, depending on qualifications and experience. Benefits include: paid personal time off; paid holidays; medical, dental, vision, disability and life insurance.

#### APPLICATION PROCESS

Send cover letter, resumè, and writing sample to: Y. Armando Nieto, Managing Director, Center on Race, Poverty & the Environment, 450 Geary Street, Suite 500, San Francisco, CA 94102.

[www.crpe-ej.org](http://www.crpe-ej.org), [yanieto@earthlink.net](mailto:yanieto@earthlink.net), 415-346-4179, ext. 1, 805-452-6108 cell.

CVAQ Coalition Home Page: [www.calcleanair.org](http://www.calcleanair.org)

#### **Valley Energy Efficiency Corporation: Technical Program Researcher & Writer**

Career opportunity for an experienced technical researcher and writer providing staff support for the Super Efficient Gas Water Heater Appliance Initiative (SEGWHAI), implemented by the Valley Energy Efficiency Corporation (VEEC). The California Energy Commission (CEC) Public Interest Energy Research (PIER) Natural Gas Program has funded phase one of

SEGWHAI. Phase one will produce a set of reports that will provide the foundation for phases to follow. The person hired for this position will be an integral member of the SEGWHAI team.

SEGWHAI Mission: To implement a performance-based, comprehensive program that will cost-effectively maximize energy efficiency and savings in the North American residential replacement gas water heater market.

**Duties and Responsibilities:**

1. Participate in the SEGWHAI team to implement the work tasks
2. Participate in the development of research designs, data collection instruments and procedures
3. Conduct and oversee a variety of data collection tasks, including surveys, interviews, and document review
4. Write reports that include statistical, narrative and graphic components as appropriate to the specific task
5. Be responsible for assembling draft technical reports required for SEGWHAI based on narrative material provided by team members with additional writing as needed to complete the draft
6. Be responsible for assembling revisions to draft reports into final reports that have a consistent format and style
7. Attend and participate in project Committee meetings
8. Engage in other project-related activities as needed
9. Interact regularly with staff and clients, traveling as needed
10. Stay abreast of relevant professional standards, trends and issues.

**Qualifications and Experience:**

1. U.S. Citizenship (preferred) or green card
2. Bachelor's degree
3. Ability to manage multiple projects, set priorities, meet deadlines, work independently or collaboratively, and communicate effectively
4. Demonstrated attention to detail and organizational skills. Excellent writing and speaking skills
5. Proficiency in word processing, spreadsheet, presentation, and other general office software applications
6. Experience with evaluating energy programs and technologies preferred, but not required.

**How to Apply:**

Application Process or Questions: Please email cover letter, three professional references, technical writing sample and resume to Laura Creely at [lcreely@cityofdavis.org](mailto:lcreely@cityofdavis.org). Last day to apply: June 19, 2006.

**Sierra Club: Land Agency and Concessionaire Coordinator**

Sierra Club, the country's oldest and largest national environmental organization, has a position available in its National Outings Department. The Land Agency and Concessionaire Coordinator works to ensure that Sierra Club sponsored outings meet and maintain the proper permit terms required by the various land agencies where Sierra Club outings are conducted, negotiates concessionaire agreements for these outings, and issues and obtains insurance certificates. The Coordinator serves as a trip liaison for numerous National Outings per year, and has extensive contact with members and volunteer trip leaders on a daily basis.

Additional Qualifications: Knowledge of outdoor activities and US geography is a plus.

How to Apply: Please send cover letter/resume (specifying position in the subject line) to: [resumes@sierraclub.org](mailto:resumes@sierraclub.org). Last day to apply: August 04, 2006.

Sierra Club is an EOE committed to a diverse workforce. NO PHONE CALLS PLEASE!!!

### **City CarShare: Fleet Services Manager**

City CarShare is a non-profit organization with the mission of promoting car-sharing as a means to reduce automobile dependence and to enhance the environmental and social integrity of our urban neighborhoods and planet.

The Fleet Services Manager will be responsible for managing an experienced Fleet team of 2-4 full-time staff responsible for the deployment of new fleet vehicles, coordination of technology installation, upgrades, outfitting, and maintenance. In conjunction, the position will be responsible for managing all aspects of City CarShare's fleet insurance, claims and damage tracking systems. The position reports directly to the Operations Director.

#### **Responsibilities**

- Identify areas for operational cost savings
- Manage a growing fleet of 130 vehicles at 65 locations
- Perform new vehicle research and testing on an ongoing basis to improve City CarShare Fleet
- Responsible for technology improvement research - evaluation of new vendors and services.
- Fuel card usage and analysis
- Negotiate claim settlements if applicable and ensure resolution of claims within designated timelines.
- Responsible for technology improvement research - evaluation of new vendors and services
- Schedule damage estimates with insurance or body shop appraisers, and manage repair process.
- Manage process for damage data tracking.
- Manage deployment and retirement of fleet vehicles
- Assist Fleet Staff with vehicle shuttling and other field needs
- Assist Operations Director in special projects and necessary follow up.

#### **Position Requirements**

- Bachelors degree
- Strong written and verbal communication skills
- Strong technical aptitude
- Clean driving record and be 18 or older to qualify for City CarShare insurance
- Fundamental knowledge of Windows and Macintosh platforms, as well as familiarity with the Microsoft Office software suite.
- Familiarity with the geography of Bay Area cities where City CarShare operates
- Ability to work efficiently and manage time independent of supervision
- Ability to respond to time-sensitive vehicle issues
- Working knowledge of and general interest in cars required
- General knowledge of car-sharing industry and passion to see it succeed
- Self-motivated problem solver, must possess initiative, propose new solutions for operations and policy in an entrepreneurial fast-growing company
- Strong Customer Service experience, excellent written and oral communication skills and fact finding abilities
- Experience in the fields of fleet management and/or automobile maintenance and/or auto body repair
- Love of cars and knowledge of cutting edge vehicle technologies strongly encouraged
- Collections experience a plus
- 24-hour on-call duties for 1 out of every 7 weeks

**Compensation & Benefits:** Compensation based on experience. This is a full-time, non-exempt position with paid vacation time. Comprehensive health and dental coverage. Employer-paid transit benefit. IRA with 3% employer match. Discounted City CarShare membership.

City CarShare is dedicated to providing an open, tolerant, and diverse workplace environment. We encourage all qualified individuals, regardless of race, gender, sexual orientation, ethnicity or other background to apply for this position.

To apply, please email cover letter and resume to: [amy@citycarshare.org](mailto:amy@citycarshare.org) or fax 415-995-8589. No calls please.

### **Trust for Public Land: Grants Administrator**

The Grants Administrator is responsible for the financial oversight and administrative management of public and private funding for TPL's projects and programs. Duties include monitoring the recognition of grant revenue, evaluating compliance with grant agreements, assistance with budget development, proposal review and maintenance of master grants and contracts files. Works closely with accounting staff, project managers, development staff and regional finance managers to ensure that the terms and conditions of agreements are met and are properly recorded and documented.

#### **ESSENTIAL FUNCTIONS:**

- \* Manage the financial and administrative processes related to TPL's grant programs.
- \* Review and advise on the recording and use of restricted grants. Ensure compliance with requirements of federal and state agencies, private foundations and other funders. Prepare audit schedules and act as primary interface for annual audit of federal awards.
- \* Oversee tracking of conditional grants and review recording of pledges to ensure compliance with generally accepted accounting principles.
- \* Act as organizational resource to project managers, development staff and other finance team members. Working closely with the Foundation Relations Manager and other Development staff, draft model budgets, provide advice on application requirements, and respond to questions related to other elements of the grant proposal and reporting process. Provide guidance and training on all aspects of fiscal compliance and reporting for grants and contracts.

#### **QUALIFICATIONS:**

- \* Bachelors Degree in Business (Accounting or Finance preferred) or equivalent work experience.
- \* Requires a minimum of 4 years of related experience in accounting and/or finance or at least 4 years of related experience.
- \* Current, applied knowledge of applicable federal government circulars (OMB A-110, A-122 and A-133) state and local regulations and meaning of standard contract clauses.
- \* Demonstrated mastery of spreadsheet, word processing, and accounting applications (MS Office, Word, Excel and Lawson preferred).
- \* Ability to manipulate, analyze and interpret data. Familiarity with database management skills and ability to produce reports may be required..
- \* Requires excellent oral and written communication skills.
- \* Non-profit experience highly desired.

#### **How to Apply:**

Please send resume and cover letter with salary requirements to: [jobs@tpl.org](mailto:jobs@tpl.org). Please reference the job title and number (Job #1437A-IDL) in the subject line. Last day to apply: August 04, 2006.

### **Rails-to-Trails Conservancy: Trail Development/Administrative Assistant**

Nonprofit trails & greenways organization seeks a Trail Development/Administrative Assistant for our San Francisco office to handle: office administration, technical & policy assistance to trail projects.

Qualifications: excellent organization, writing and speaking skills; attention to detail; ability to work with diverse constituencies. Four-year college degree or equivalent experience plus 1-2 years work in related field. This position includes benefits. Position open until filled; interviews may commence mid June.

How to Apply: For a complete job description & how to apply, go to our Web site at <http://www.railtrails.org/info/employment.asp>. No calls please. RTC is an equal opportunity employer. Women and minorities are encouraged to apply.

### **Center for Environmental Health: Safe Playgrounds Project Manager**

The Center for Environmental Health is a non-profit organization based in Oakland, CA. We work to protect the public from environmental and consumer health hazards. We are committed to environmental justice, reducing the use of toxic chemicals, supporting communities in their quest for a safer environment. For more information about CEH, see our website at: [www.cehca.org](http://www.cehca.org).

The Safe Playgrounds Project Manager will coordinate a short-term targeted outreach campaign to parents of young children in California. The primary areas of focus will be to promote a voluntary testing campaign to increase our knowledge about how much chromated copper arsenate (cca-) treated wood is still in use in California and to compile a list of parents groups. This is a temporary, part-time contract position to start in July 2006. [www.safe2play.org](http://www.safe2play.org)

#### Summary of Responsibilities:

- Develop an effective public message about the voluntary cca-treated wood testing program.
- Develop an outreach strategy targeting parents of young children.
- Compile an online list of parents-oriented groups and parents networks.
- Oversee the testing program and correspond with the laboratory conducting the testing.
- Manage public requests and respond to inquiries via email and the telephone hotline.
- Update the Safe Playgrounds Project website as needed.
- Speak publicly and advocate for Safe Playgrounds and other CEH goals in the media.

#### Qualifications Desired:

- Research experience in a professional setting.
- Computer skills, especially Excel, MS Word, and internet research.
- Science background and familiarity with basics of chemistry and toxicology is a plus.
- Strong written and oral communication skills.
- Experience working directly with the public.
- Media, public education and advocacy experience preferred.
- College degree required. Advanced degree preferred.
- Sense of humor and grace under pressure.
- Ability to work independently and as part of a team.
- Experience working in non-profit organizations.
- Knowledge of issues of community health, environmental health and/or environmental justice.
- Commitment to social justice work, including environmental justice.

This position is a part-time, 6 month contract position. Compensation will be an hourly wage between \$15 and \$20/hour, and will be determined on the basis of candidates' qualifications and prior experience. Our office is informal, friendly, and energetic.

Interested applicants should submit a cover letter, resume, short writing sample, and names and phone numbers of three references by fax, email or U.S. mail. If you submit via email, please write "Safe Playgrounds Project" in the subject line of your message. Center for Environmental Health, 528 61st St., Ste. A, Oakland, CA 94609, Fax: (510) 594-9863, Email: [jobs@cehca.org](mailto:jobs@cehca.org). Please apply by June 26th, 2006 or call to check status after that date. People of color and women strongly encouraged to apply.

### **City of San Francisco: Environmental Assistant/Toxics Reduction Specialist**

Program Background: The mission of the City and County of San Francisco Department of the Environment (SF Environment) is to improve, enhance, and preserve the environment, and to promote San Francisco's long-term environmental well-being. SF Environment includes Green Building, Recycling, Toxics Reduction, Environmental Justice, Clean Air, Energy, Urban Forest and Public Information Programs. The Toxics Program develops and implements programs to reduce the quantity and hazards of toxic materials in the waste stream, and to ensure that toxics are properly disposed or recycled. These programs include the SF Green Business Program, Integrated Pest Management Program, Environmentally Preferable Purchasing Program, and a network of residential toxics drop-off sites in the City.

#### Examples Of Important And Essential Duties:

The City Toxics Reduction Specialist focuses on a range of innovative programs aimed at implementing the Precautionary Principle and reducing toxic hazards in San Francisco's municipal operations. These programs include the Environmentally Preferable Purchasing (EPP) Program, Integrated Pest Management Program (IPM), and outreach/education for the municipal Toxics Disposal Program. The candidate will work closely with the City Toxics Reduction Coordinator, and in collaboration with the SFE's Recycling, Green Building, and other staff, to ensure that these programs remain bold, effective, and scientifically rigorous. Approximately two-thirds of program work will be devoted to EPP, so experience in this field is especially desirable. Specific work duties may include but are not limited to the following:

- Working with consultants to research and develop technical specifications for City purchasers
- Working with other City departments to collect, analyze, and report on pesticide use and EPP product purchases
- Maintaining pesticide use and EPP databases
- Organizing conferences, workshops and trainings
- Working collaboratively with various regional and national purchasing and IPM efforts
- Making presentations to local or national audiences
- Supervising interns
- Assembling and editing IPM & EPP newsletters
- Facilitating various stakeholder processes related to the Precautionary Principle.

#### Minimum Qualifications:

Possession of a baccalaureate degree in public administration, business administration, environmental sciences, or a related field (within the specialty area) from an accredited college or university; AND one (1) year of full time equivalent experience performing duties described for this class, within the area of the toxics specialty. Must have valid California Driver's License.

Read the entire job description, with details on how to apply, here:

<http://www.sfenvironment.com/aboutus/employment/>.

### **City of San Francisco: Environmental Assistant/Construction & Demolition Recycling Assistant**

AMENDED COPY. NEW FILING DEADLINE: JUNE 16, 2006.

Program Background: The mission of the City and County of San Francisco Department of the Environment (SF Environment) is to improve, enhance, and preserve the environment, and to promote San Francisco's long-term environmental well-being. SF Environment includes Green Building, Recycling, Toxics Reduction, Environmental Justice, Clean Air, Energy, Urban Forest and Public Information Programs. The Recycling Program provides expertise in the development and implementation of programs to increase waste prevention, reuse and recycling, and aids in the development of programs targeted to reduce disposal of construction and demolition debris, organic material, metals, paper, plastics and other elements of the waste stream

Examples Of Important And Essential Duties: Under supervision, the 5638 Environmental Assistant will perform professional level work. The Construction & Demolition Recycling Assistant will report to the Commercial Recycling Assistant Coordinator and will assist in the implementation of the Construction and Demolition Debris Recovery Ordinance. Duties may include and are not limited to the following:

- Assist in the implementation of the Construction and Demolition Debris Recovery Ordinance
- Develop construction and demolition debris recycling programs
- Review applications and register transporters and processing facilities
- Conduct on-site audits and assistance
- Coordinate with service providers, businesses, trade associations, and other organizations in implementing outreach and special programs to increase waste diversion
- Develop and manage database for tracking registered haulers, facilities and diversion results
- Work with Department of Building Inspection to provide information to all construction permit applicants and holders and assist in enforcement of the ordinance

#### Minimum Qualifications:

Possession of a baccalaureate degree in public administration, business administration, environmental sciences, or a related field (within the specialty area) from an accredited college or university; AND one (1) year of full time equivalent experience performing duties described for this class, within the area of recycling specialty. Must have valid California Driver's License.

Read the entire job description, with details on how to apply, here:

<http://www.sfenvironment.com/aboutus/employment/>.

### **StopWaste.Org: Program Manager II - Green Building**

StopWaste.Org is the Alameda County Waste Management Authority and the Alameda County Source Reduction and Recycling Board operating as one public agency. Its' mission is to provide the most environmentally sound waste management program for the people of Alameda County. It is a joint power agency comprised of 17 public agencies, primarily cities, in Alameda County, California, a large, urban county of 1.4 million residents, located on the eastern shore of San Francisco Bay. The agency derives its statutory authority from mandates in the California Integrated Waste Management Act, also known as Assembly Bill 939, and the Alameda County Charter, which includes Measure D, a voter-approved Waste Reduction and Recycling Initiative. The agency is charged with providing programs to reduce the amount of material flowing into landfills.

This position will spend 70% time in the Civic/Commercial Building sector and the remainder time in the Residential sector and Bay-Friendly Landscaping.

#### Civic/Commercial Green Building:

- Assist city/county officials and staff with the development and implementation of civic and commercial green building programs and policies
- Make presentations to city officials, building professionals and other groups on the benefits of civic/commercial green building
- Manage design assistance to public and public-benefit projects
- Manage green building grants to public and public-benefit projects, and non-profit organizations
- Manage private sector incentives program

- Develop and/or offer training opportunities on civic/commercial green building in coordination with partner organizations
- Develop resources for civic/commercial green building

#### Residential Green Building:

- Support the development of the Residential Green Building Guidelines
- Promote the use of the Residential Green Building Guidelines and Green Points home ratings
- Organize and offer training opportunities on residential green building in coordination with partner organizations

#### Bay-Friendly Landscaping:

- Administer a coordinated design assistance and grants program for green building and Bay-Friendly landscaping, ensuring that consultants expertise and services are leveraged
- Coordinate content, delivery and scheduling of training materials for Bay Friendly landscaping and green building

#### Minimum Qualifications

Consistent with the Agency's Program Manager II description, any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental science, urban planning, public policy, environmental engineering, public or business administration, or a related field. A Master's degree is highly desirable.

**Experience:** Three years of increasingly responsible experience in the field of source reduction, recycling, waste management, or other related area including some experience with responsibility for planning, organizing, coordinating and directing programs within a politically active environment.

Candidates must be able to work on multiple tasks simultaneously, communicate effectively and tactfully in oral and written forms, learn, interpret and apply Authority policies and procedures, and participate in the development and administration of program goals, objectives and procedures. Candidates should have an aptitude for creative thinking and problem-solving. Candidates should also have a general understanding of public agencies.

Candidates should be self-directed, team-oriented, flexible and able to analyze situations quickly and objectively to determine a proper course of action.

Candidates should possess basic computer proficiency, including familiarity with Microsoft Windows programs (Word, Excel, PowerPoint and Access).

#### Desirable Qualifications

LEED™ AP (Accredited Professional) certification is desirable.

The employee must be able to provide own means of transportation.

#### How to Apply

To obtain the required application materials, please contact:

StopWaste.Org

777 Davis Street, Suite 100

San Leandro, CA 94577

phone (510) 614-1699

### **California Trout: Conservation Director**

The Conservation Director will be responsible for the development, implementation and coordination of California Trout's conservation programs throughout California. She/He will be responsible for the successful implementation of California Trout's conservation goals including protection and restoration of wild trout and steelhead, establishing strong partnerships with academia, government agencies, and other conservation groups. The Director will supervise CalTrout's regional field offices to identify conservation priorities, develop conservation programs and projects, and develop mechanisms to monitor, measure, and adapt these conservation efforts to ensure success. The Director will be responsible for facilitating and supporting the strategic development of California Trout's conservation programs and she/he will oversee the technical, financial, and institutional reporting for these programs and lead the development of California Trout's conservation policies. The Director will supervise at least 5 staff members and will report to the Executive Director. The Director will work closely with Administrative, Development, Marketing and Conservation staff and will take a lead advocacy role in Sacramento.

#### Education, Skills, and Experience:

1. Demonstrated leadership and supervisory experience, including ability to motivate, lead, set objectives, manage performance toward aggressive goals, and objectively evaluate performance and progress.
2. Demonstrated ability in strategic analysis and experience designing, implementing and directing multiple complex projects, setting deadlines, and ensuring program accountability and legal compliance.
3. Bachelor's, Master's, or PHD in public and environmental policy; non-profit, public, and/or business administration; conservation biology; fisheries ecology; or related field and a minimum of 5 years of related work experience.
4. Experience developing and successfully administering a departmental budget.
5. Superior verbal and written communication skills, including the ability to articulate complex conservation issues and California Trout's mission and goals to a wide range of audiences.
6. Proven ability to identify with, build rapport, and develop constructive and effective working relationships with scientists, government representatives, conservation partners, community leaders, land owners, elected officials, corporate representatives, donors, CalTrout members and volunteers.
7. Knowledge of current trends in California water issues, conservation, fisheries, watershed science and experience in applying this knowledge to on the ground projects and to a legislative agenda.
8. Experience working with state/federal officials and state/federal agencies and knowledge of government workings and of federal and state laws that affect California's fisheries and watersheds including the Public Trust Doctrine, Clean Water Act, Endangered Species Act, and the California Environmental Quality Act.
9. Experience assisting in fund raising including proposal writing, grant research and grant administration.
10. Ability and willingness to travel frequently and on short notice; and to work on evenings and weekends as needed.
11. Demonstrated experience using MS Office Word, Excel, and PowerPoint required. Experience with Geographic Information Systems (ArcInfo/ArcView) preferred.
12. Familiarity and understanding of fishing and the California fishing community a plus.

#### How to Apply:

Cover letter and resume to Brian Stranko, Executive Director, California Trout, 870 Market Street, Suite 528, San Francisco, CA 94102; or via email to [bstranko@caltrout.org](mailto:bstranko@caltrout.org). Last day to apply: August 05, 2006.

### **Greenpeace: Global Warming Field Organizer**

Greenpeace US is hiring savvy, strategic and experienced organizers to serve as field staff on our global warming field campaign. This is a cutting-edge grassroots effort to engage the public on the issue of global warming in key districts to build a core of champions in Congress. In the months leading up to the midterm elections in November, 2006, our field staff will make sure that Americans have the education and the power to influence Congress to address global warming. Field staff will also play an important role in the development and analysis of this field-organizing model, which Greenpeace will expand in 2007 and 2008.

Field staff will play a critical role in the effort to fight global warming by organizing the one voice that has not yet been mobilized on the issue: the American public. We can't let big oil and gas continue to keep Congress from taking action to reduce America's greenhouse gas emissions.

### **RESPONSIBILITIES**

Field organizers will bottom-line the district organizing strategy that will make global warming one of the top issues addressed in the U.S. in the coming decade. Field staff will work in conjunction with the project director, student and internet organizers, and other field organizers across the country.

Specific responsibilities include:

- Plan and implement a community-based campaign to convince Congressional candidates to take a stand to stop global warming
- Collaborate with and mobilize constituent groups that are considered key in the election
- Create widespread public support by recruiting and training the public and Greenpeace members
- Plan and execute events to educate the public about global warming
- Implement campaign tactics to pressure congressional targets to become champions
- Work with the media to generate both grassroots media attention and to garner significant media coverage
- Build long-term relationships between the public and Congress to ensure continued action by Congress on the issue
- Develop community leaders who will continue to organize in the coming years around global warming

**EDUCATION:** BA/BS Degree preferred or equivalent experience

### **SKILLS**

- Ability to power analyze targets and to develop resulting strategies.
- Ability to mobilize untraditional allies and constituent groups.
- Time-management and organizational skills, including experience with project administration.
- Strong communication skills, both written and oral.
- Volunteer recruitment, management and leadership development skills.
- Public speaking skills.
- Problem solving and analytical skills.

### **EXPERIENCE/ACCOMPLISHMENTS**

- Strong desire to work to stop global warming
- Commitment to grassroots organizing as a means of affecting change

- A minimum of two years experience in grassroots organizing
- Proven experience in directing a project from conception to completion
- Proven ability to work both independently and in close coordination with a team
- Well-rounded individual with ability to work with a variety of people and groups
- Willing to relocate to chosen districts if needed

Department: Campaigns Division, Location: Key Congressional Districts, Supervisor: Global Warming Field Director, Benchmark Salary: Based on an annual salary of \$34,000, Length Of Employment: Begins July 10, 2006

How to Apply:

send all resumes and cover letters to [Krikor.Didonian@sfo.greenpeace.org](mailto:Krikor.Didonian@sfo.greenpeace.org).

### **Sustainable Sciences Institute: Finance & Operations Manager**

Sustainable Sciences Institute (SSI) is an international 501(c)3 non-profit organization that works to improve public health worldwide by building local capacity for scientific research in areas with pressing infectious disease problems. Since 1998, we have provided training, funding, information, long-term mentoring, and donations of equipment and supplies for scientists and public health professionals in developing countries. Our partner scientists play key roles in curbing epidemics and advancing science on dengue, leishmaniasis, malaria, tuberculosis, hepatitis C, and sexually transmitted diseases.

SSI's Finance & Operations Manager works closely with the Board of Directors and local and international staff to manage the organization's accounting and administrative systems. The goal of the Finance & Operations Manager is to ensure the smooth functioning of the organization's scientific programs by providing comprehensive accounting and administrative support.

### **JOB RESPONSIBILITIES**

Accounting:

- Perform day-to-day accounting, including A/P, A/R, allocations, cash flow management, reconciliations and general ledger maintenance
- Track grant balances and report to program managers, produce quarterly financial reports to Board of Directors, and prepare financial reports to funders
- Oversee accounting policies, procedures, and reports for domestic and international offices and ensure compliance with GAAP, FASB, and national and international requirements
- Drive annual budget process (\$1.5M and growing)
- Work with accounting consultant on year-end close and 990
- Provide financial management recommendations to Board of Directors

Administration and Human Resources:

- Coordinate payroll, manage timesheets, and manage and administer staff benefits
- Coordinate annual performance and salary review process
- Coordinate international shipments of scientific equipment and supplies

General:

- Ad hoc projects
- Follow SSI policies and procedures

### **QUALIFICATIONS**

- Full cycle accounting with knowledge of GAAP at non-profits
- Minimum 3 years experience in non-profit accounting preferred
- Experience with Windows-based general ledger accounting systems, preferably QuickBooks
- Proficient computer skills with experience in MS Office, particularly Excel and Word; familiarity with Macintosh preferred

- Excellent communications skills, including the ability to present financial information effectively to board, non-financial staff, and community
- Strong ability to create and manage workload for oneself, and to work independently and as part of a local and international team
- Proven record of accuracy, efficiency, and dependability
- Desire to take leadership in financial management at rapidly-growing organization, and to design and implement improved systems
- Commitment to improving public health in developing countries and to the philosophy and goals of Sustainable Sciences Institute
- Financial management experience with international non-profit organizations preferred
- College-level degree or equivalent work experience required

#### START DATE AND COMPENSATION

The projected start date for this position will be July 2006. The Finance & Operations Manager will work 50-75% time and is an exempt position with salary in the low- to mid-\$40,000s FTE, plus comprehensive benefits.

#### APPLICATION FORMAT

- Cover letter with applicant's current contact information
- Resume (including detailed work experience and education/degrees)

This position is open until filled. Priority will be given to candidates who apply by June 30. All applications should be sent by email or mail to: [beccahekman@ssilink.org](mailto:beccahekman@ssilink.org) OR:

Attn: Finance & Operations Manager Search

Sustainable Sciences Institute

870 Market St., Ste. 764

San Francisco, CA 94102

No phone calls, please.

#### **Save-the-Redwoods League: Database Administrator**

The Save-the-Redwoods League was founded in 1918. As a national leader of the movement to preserve the coast redwood and giant sequoia, the League has assisted in permanently protecting hundreds of thousands of acres of redwood forest land. The League is currently looking for a Database Administrator to join its talented fundraising team in our San Francisco headquarters.

The Database Administrator works directly with our Annual Fund Manager to ensure the accuracy and efficiency of the League's donor database. This position also provides customer service, gift processing and data entry of League members and donors.

The ideal candidate for this position will be a proficient user of Raiser's Edge, have had experience with an annual fund program in a nonprofit, and be deeply committed to environmental conservation.

#### THE POSITION:

Responsible for maintaining existing database software. Researches, recommends and coordinates system upgrades. Maintains the integrity of records by supervising security profiles, internal permissions and changes made to existing data. Provides monthly reconciliation reports. Ensures all relevant League staff members are adequately trained database users.

Queries database in response to requests for information, providing timely and accurate records and reports. Utilizes Word and Excel to design custom reports, templates, forms and donor correspondence. Designs system improvements to facilitate daily development department operations by working closely with the department leaders.

Provides excellent customer service responding to membership requests. Assists Membership Coordinator with daily processing gifts, receipts, reconciliation and acknowledgements.

**REQUIRED QUALIFICATIONS INCLUDE:**

A Bachelors degree or comparable experience and a minimum three years work experience. Demonstrated experience in database administration. Strong verbal and interpersonal communications skills. Excellent organizational and analytical skills. Ability to work independently in a fast paced environment. Demonstrated experience with Microsoft Office Suite. A strong commitment to the mission of Save-the-Redwoods League.

**DESIRABLE QUALIFICATIONS INCLUDE:**

Proficient user of Raiser's Edge. Staff training experience. Previous fundraising experience in a nonprofit.

**How to Apply:**

Located in SF Financial district, Save-the-Redwoods League offers a competitive salary and excellent benefits package. To apply, please send a cover letter and resume to [jobs@savetheredwoods.org](mailto:jobs@savetheredwoods.org). Please note "Database Administrator" in the subject line. Mail to: Human Resources, Save-the-Redwoods League, 114 Sansome St. Suite 1200, San Francisco 94104. No phone calls please.

Please view the complete job description and information about Save-the-Redwoods League, on our website at [www.savetheredwoods.org](http://www.savetheredwoods.org). Save-the-Redwoods League is an Equal Opportunity Employer. Recruiting and retaining a diverse workforce is a high priority.

**Habitat for Humanity San Francisco: Project Manager**

This full-time position reports to and works closely with the Executive Director and Construction Manager and is an integral part of Habitat for Humanity San Francisco's (HHSF) real estate and housing development team. HHSF is the premier San Francisco homeownership developer that combines innovative land acquisition techniques with the dignity of "sweat equity" to create communities. The Project Manager will partner with and motivate HHSF volunteers to spearhead land acquisition and community acceptance efforts needed to provide affordable homes in San Francisco and Marin Counties.

**PRIMARY RESPONSIBILITIES**

- Site Selection: Work with staff, Board and volunteer committee as head of site selection efforts to acquire land in San Francisco and Marin Counties. Coordinate response to RFPs; perform pre-acquisition due diligence including: property inspection, financial analysis, zoning evaluation, etc.
- Pre-Development: Work with Departments of Building Inspection, architects, engineers and partner developers/subcontractors to ensure timely and professional process for pre-development.
- Pre-Construction: Coordinate Phase I Environmental Site Assessment; establish schedule of values/budgets for project residences; perform material takeoffs for each residence; construct critical path construction schedules; and supply information for AHP, SHOP and other loans and grants.
- Permitting: Manage permitting process for all projects including: water meters, electric/gas engineering and service requirements; street improvement, sidewalk replacement and reconstruction permits; sewer connection; plan check; plumbing, electrical and street use permits; zoning/land use issues; urban forestry street tree permitting; and communication, data engineering and service submittals.
- Construction Facilitation: Coordinate RFI's between construction staff and architect/engineer; manage monthly reporting to government partners; maintain schedule of values/budgets; maintain construction schedules; work with Director of Volunteer Services to update Volunteer website schedules; produce submittals as necessary; and coordinate special inspections as required.

- Advocacy: Increase the number of affordable homeownership opportunities in San Francisco and Marin by partnering with community leaders to ensure HHSF's mission is represented at public hearings, in local and regional media and with similar advocacy organizations.
- Fund/Finance Development: Work with Executive Director and Office and Finance Manager to apply for and secure government funding (including, but not limited to: SHOP, AHP, MOH and Cal HOME) to assist with project financing.
- Other duties as assigned.

#### RECOMMENDED SKILLS

- Commitment to serving families with low-incomes and advancing the critical call for affordable housing in San Francisco and Marin Counties.
- HHSF's mission is achieved largely through volunteer efforts; the ideal candidate will effectively utilize this pool of dedicated community volunteers.
- Experience and knowledge in completion of residential project development from start to finish.
- Knowledge of non-profit housing development issues, policies and procedures (understanding of San Francisco or Marin development is beneficial).
- Excellent written and oral communication skills.
- Computer skills: MS Project, Word, Excel and Outlook (at minimum).
- Excel at multi-tasking with various projects and deadlines; attention to detail a must.
- Ability to work in a fast paced, open, team-oriented, casual office setting.
- Able to work nights and weekends as necessary.
- Bachelor's or equivalent required. Advanced degree and/or three years related work experience recommended.

#### COMPENSATION AND APPLICATION INFORMATION

This full-time position offers health, dental and vision insurance, two weeks vacation, four personal days, retirement and other benefits. The salary range is \$50,000 - \$60,000, DOE.

Application deadline is July 21, 2006. Learn more about us at [www.habitatsf.org](http://www.habitatsf.org). To apply, email a cover letter and resume to [phillip@habitatsf.org](mailto:phillip@habitatsf.org), subject line "Project Manager". Email strongly preferred. Or send to Phillip Kilbridge, Habitat for Humanity San Francisco, 995 Market Street, 8th Floor, San Francisco, CA 94103.

HHSF is an EOE employer. Women and people of color are strongly encouraged to apply.

#### **Solar Living Institute: Site Manager**

Read the full job description here: <http://www.solarliving.org/pdf/sitemanager.pdf>.

#### SUMMARY

Maintains site at the Solar Living Center. Responsible for all site maintenance. Assists in intern training and management. Works closely with all staff to accomplish goals as needed, and reports to the Executive Director.

#### RESPONSIBILITIES:

- Oversees maintenance of Solar Living Center site
- Supervises two groundskeepers
- Plans and implements site projects in coordination with Executive Director
- Manages site projects budget
- Oversees Vets Hall facility and maintains relationship with Mendocino County and Veterans Administration
- Serve as safety committee chairman
- Responsible for coordination, management, and training of assigned interns
- Facilitates intern site work to be productive and educational

- Other duties as assigned

#### 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.

#### EDUCATION and/or EXPERIENCE

Construction and maintenance experience preferred. Skills in irrigation, carpentry, plumbing, and gardening preferred. One to two years related experience and/or training; or equivalent combination of education and experience.

#### BENEFITS

- Health and dental benefits package
- Access to Institute workshops on a space-available basis (must register at least two weeks in advance with workshop coordinator)
- Employee discount at Real Goods store

Submit (1) cover letter, (2) resume, and (3) salary requirement to:  
Executive Director, Solar Living Institute, P. O. Box 836, Hopland, CA 95449,  
[bob.gragson@solarliving.org](mailto:bob.gragson@solarliving.org).

#### **ForestEthics: Grants Manager**

ForestEthics, a nonprofit environmental organization with staff in Canada, the United States and Chile, recognizes that individual people can be mobilized to create positive environmental change—and so can corporations. Corporate mobilization is a tool that is changing the entire paradigm of environmental protection, and ForestEthics is leading that revolution. We are seeking an experienced Grants Manager to join our dynamic team.

The successful candidate will develop, research, secure and maintain current and prospective foundation and other grants. (Note: Please do not apply without documentation of demonstrated experience of grants actually secured.) In addition, the Grants Manager is responsible for communication and correspondence with foundations; maintains grant records, database and tracking system; and provides reports as needed to the board and Development Director. Strong written and oral communication skills are required. The Grants Manager reports to the Development Director.

Grants Manager must:

1. Exercise strong oral and written communication skills by delivering professionally written grant proposals, reports and presentations (incl. Powerpoint) in a timely way. Be adept at research and trends regarding foundation fundraising.
2. Work collaboratively as part of a team to support the staff on foundation applications and maintaining funder relationships.
3. Be a self-starter with strong attention to detail. Work independently and meet proposal/report/project deadlines with minimum supervision. Maintain an accurate and up to date foundation deadlines tracking system.
4. Exercise project management and be able to generate periodic progress and final reports to funders. Demonstrate strong research and analytical capabilities.
5. Must be highly proficient in prospecting new grant opportunities, through web research and community networking. Prepare profiles of prospects. Maintain accurate, updated files for current funders and prospective funders. Meet with funders when necessary.
6. Work collaboratively with the Development Team, Staff, and Financial Officer. Undertake other duties or projects as assigned by the Development Director.
7. Be proficient in Excel, Word, and PowerPoint. Proficiency with Etapestry preferred.

Qualifications:

- Bachelor's degree and five years experience in Grants Management
- Excellent written, verbal, analytical, proofreading, and interpersonal skills
- Strong computer skills with proficiency in Word, Excel and Etablestry
- Exceptional organizational skills, with attention for details, accuracy and deadlines
- Willingness to participate in general workflow of office, team oriented
- Professional demeanor demonstrating respect, integrity, discretion, judgment, maturity & flexibility
- Strong work ethic, dedication to ForestEthics mission, and ability to work with minimum supervision
- Commitment to continuous improvement in self and organization

Compensation: Competitive salary and benefits, commensurate with experience and qualifications

Please send all resumes via email and put GRANTS MANAGER in subject. Send resume to [donna@forestethics.org](mailto:donna@forestethics.org).

**Women's Foundation of California: Executive Assistant to the Vice Presidents**

The Women's Foundation of California is the only statewide public foundation that is investing in women and girls throughout California to build a more just and equitable society. Since 1979, the Foundation has delivered \$19 million in grants and capacity-building to over 1,000 community-based organizations in every region of our diverse state. The Executive Assistant will provide administrative support for the Foundation's two Vice Presidents—The Vice President of Programs and the Vice President of Strategic Partnerships and Communications—both of whom are members of the Foundation's Management Team. Responsibilities include:

Scheduling appointments; arranging travel; responding to written and telephone inquiries; drafting correspondence; completing expense reports and reconciling credit card accounts; maintaining electronic and paper files; and performing general clerical tasks.  
Preparation for meetings with donors and funders and presentations/speeches, including: performing internet research; drafting, editing and proofreading remarks as needed; creating PowerPoint presentations as needed; and providing AV/technical support as needed.  
Help administer board, committee and donor circle meetings, including: scheduling and arranging of meeting logistics; preparation of informational packets; and transcription and dissemination of minutes and major decisions.  
Participate as a member of the Administrative Team, including providing backup phone coverage for reception and participating in the planning and implementation of projects as needed.

**QUALIFICATIONS:**

3-5 years of executive administrative or related experience.  
Excellent organizational, written, oral and listening communications skills.  
Ability to work independently and multi-task with a high degree of proficiency in project and time-management.  
Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.  
Strong interpersonal skills and independent decision-making capacity.  
High functioning, organized self-starter and pro-active initiator.  
Positive approach, can-do attitude and sense of humor.  
Mastery of MS Office Suite (including Outlook, Excel and PowerPoint) and Internet research applications.  
Some database experience is desired.  
Experience with multiple supervisors strongly preferred.

**COMPENSATION:** The Executive Assistant is a full-time exempt position with benefits. Salary is commensurate with experience.

The Women's Foundation of California is an equal opportunity employer.

To Apply: No phone calls, please. Please put EA Search in the subject field. Materials may also be e-mailed. Please send cover letter and resume to:

Amy F. Joseph  
VP of Programs  
Women's Foundation of California  
340 Pine Street, Suite 302  
San Francisco, CA 94104  
E-mail: amyj@womensfoundca.org  
URL: <http://www.womensfoundca.org>

**Public Policy Institute of California: Research Administrator**

The Public Policy Institute of California is a private, nonprofit organization dedicated to independent, objective, nonpartisan research on economic, social, and political issues that affect the lives of Californians.

**Position Summary:** The Research Administrator provides administrative and organizational support to the Research Department. Tasks include events planning, facilitating in-house library services, managing the internal department Web site, and tracking department activities, including external funding, internal and external publications, and staff outreach. This position reports to the Research Operations Manager and the Director of Research and works closely with PPIC's three Program Directors. This position also serves as liaison between the Research Department and others in the institute, including Finance, Administration, Communications, and the President's Office.

The ideal candidate for this position will be a self-starter, with excellent interpersonal, communication, and presentation skills, who is comfortable with a fast-paced environment and works well in coordinating activities with other departments.

**Essential Functions:**

Coordinate internal events, including the research brown-bag series, proposal brown bags, and the research seminar series  
Coordinate events with external guests, including the Education Advisory Committee, international visitors, and the annual Strategic Planning event  
Maintain and update the internal research department Web site  
Manage the PPIC library, including subscriptions, interlibrary loans, and acquisitions  
Maintain databases to track information related to staff outreach, external publications, external reviewers, adjunct fellows, summer interns, and visiting fellows  
Assist the Research Operations Manager in processing grant applications, database searches for external funding opportunities, and tracking and reporting on grant awards  
Coordinate the Working Paper and Occasional Paper series  
Assist with tracking and updating the Product Pipeline report  
Assist with PowerPoint presentations, editing, and audiovisual equipment  
File, copy, take minutes, and perform mail-outs as necessary  
Provide administrative assistance to research staff  
Other duties, as needed

**Qualifications:**

Minimum of two years of relevant experience. Familiarity with an academic or foundation setting is a plus. Initiative, the ability to work effectively within a multidisciplinary research organization, and the use of good independent judgment are vital for success. Detail-oriented. Solid Microsoft Office computer skills, particularly Word, Excel, PowerPoint, Publisher, and Access. Evidence of the ability to use creative thinking to originate new processes and to implement systematic approaches in meeting tracking and reporting responsibilities. Proven project management and administrative skills. Two years of professional experience and a B.A./B.S. degree or an equivalent combination of education and related experience is a plus.

PPIC is an equal opportunity/affirmative action employer — M/F/D/V — Equal Opportunity Employer.

To Apply: Please submit a completed PPIC Employment Application, a cover letter, and your resume, indicating "Job 200624" in the subject line. Please refer to the following link for application instructions.

### **KIDS for the BAY – Multicultural Leadership In Environmental Education: Program Coordinator**

KIDS for the BAY collaborates with teachers to inspire environmental consciousness in children and cultivate a love of learning. Our programs empower elementary school students to take action to help solve environmental problems in their neighborhoods. We work primarily in low income, urban schools. We teach multicultural environmental education and environmental justice. We are committed to education through action and diversity.

#### Program Responsibilities:

- teach environmental science curricula to elementary school teachers and students in the classroom and in the field
- conduct orientation, planning, evaluation and follow up meetings with teachers
- supervise teachers enrolled in the KftB academic credit program
- liaise with project partners and coordinate action projects developed by students and teachers
- organize educational equipment
- prepare program reports and deliverables
- data base management
- basic office accounting and administration
- participate in outreach and fundraising events

#### Qualifications and Experience:

- bachelors degree in science, environmental education or education
- classroom and outdoor teaching experience at elementary school level to culturally and economically diverse populations
- commitment to multicultural environmental education and environmental/social justice
- excellent organizational, interpersonal and presentation skills
- general administrative experience

A great deal of education and restoration equipment for programs must be transported to each school, therefore a car is required for this position.

#### Compensation:

This is a part time position, 60% time. The salary range @ 60% time is \$20,200 - \$22,800 per year depending on qualifications and experience. Includes health benefits & 403(b) retirement plan available through Earth Island Institute, our nonprofit sponsor.

Application Deadline: Friday, June 23 @ 5 p.m.

Start date; September 5, 2006

To apply please send resume and cover letter to: Mandi Billinge, Executive Director, 1771 Alcatraz Avenue, Berkeley, CA 94703. No e-mails or faxes please.  
www.kidsforthebay.org

### **Sustainable Conservation: Office Administrator**

Sustainable Conservation is an environmental non-profit dedicated to advancing the stewardship of natural resources using innovative, pragmatic strategies in which we actively engage businesses and private landowners in conservation and partner with them to find lasting, economically viable solutions to environmental problems.

We are currently looking for an energetic people person with a passion for the environment to manage our office and provide administrative support to our project staff. This is a great opportunity to join a dynamic team that is achieving lasting, measurable success in solving environmental problems. This could be a perfect "foot in the door" leading to a career in development or environmental program work.

#### Responsibilities Include:

- Program Support
  - Provide administrative support to Program staff, Director of Finance, and Development staff.
  - Coordinate and assist with special event planning, including booking facilities, arranging catering and equipment setup, and helping with invitations and attendee tracking.
  - Assist with meeting preparation, scheduling and minute taking.
  - Maintain filing systems and other records.
  - Proof & provide input on various written materials around office.
  - Answer phone calls ringing through to operator/attendant.
- Office Administration
  - Oversee office maintenance (hands-on & liaise w/ bldg mgmt) and other site-related activities
  - Administer general office systems, train staff, and ensure smooth functioning of office.
  - Manage office budget, manage and reconcile petty cash, administer use of office credit card.
  - Help manage vendor relations for office.
  - Maintain and order office supplies.
- Coordinate with outside technology vendors to provide end-user computer support to office.
  - Plan for new staff workstations, order new computer hardware and software, maintain hardware & software inventory.
  - Set up new computers and administer user & email accounts.
  - Provide staff technology training in Microsoft Office software.

#### Qualifications:

- BA and some office experience preferred, including familiarity with basic office procedures and equipment.
- Strong organizational skills and attention to detail.
- Ability to handle multiple tasks and prioritize work.
- Tech savvy and proficient in Microsoft Office applications (especially Outlook and Word); some experience using databases helpful.
- Self-starter capable of working independently and collaboratively.
- Team player with strong interpersonal skills.
- Positive attitude, hard worker with a service orientation, and sense of humor a must.

Full time. Competitive salary, generous benefits

#### How to Apply:

Please send resume and cover letter to: Peter Massik, Email: pmassik@suscon.org, subject: Office Administrator, Fax: 415-977-0381. No phone calls please.