

Women's Environmental Network NOVEMBER 2006 NEWSLETTER

www.wencal.org

There are 1,082 WEN members – keep the list growing!

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

GUIDELINES FOR NEWSLETTER SUBMISSIONS:

ONE PAGE MAXIMUM. Job listings must include contact information, job location and deadline. Please email submissions as either a Word attachment (preferred) or in the e-mail's text . Thank you!

IN THIS NEWSLETTER:

ANNOUNCEMENTS	3
Upcoming WEN Event: “Breast Cancer and Safe Cosmetics”: Wednesday, January 31, 2007	3
Grow a Greener Community! Become a Master Composter.....	3
Save the Date -- Bay-Friendly Garden Tour: Sunday, April 29 2007	4
East Bay Green Drinks: Every 3 rd Wednesday of the Month	4
EVENTS	5
Schedule for Free E-Waste Disposal/Recycling Events in December.....	5
Book Event: “Capitalism 3.0: A Guide to Reclaiming the Commons”: Wednesday, November 15, 2006.....	5
Film Program: “Til Your Well Runs Dry: an Appreciation of Water”: Wednesday, November 15, 2006 - Wednesday, December 6, 2006	6
Presidio School of Management Sustainable MBA Open House: Thursday, November 16, 2006.....	6
Conference: “California Water Policy”: Thursday, November 16, 2006 - Friday, November 17, 2006	6
Book Event: “The Healthy Home Workbook”: Thursday, November 16, 2006.....	7
Exhibit: “ONE: An Earth Installation”: Friday, November 17, 2006 - Sunday, April 15, 2007	7
Conference: “Bringing Clean Technologies to Global Markets”: Friday, November 17, 2006.....	7
Solar Living Institute’s Green Careers Day: San Francisco, November 18, 2006	8
Volunteer: Water Quality Monitoring: Saturday, November 18, 2006	8
Volunteer: Plant Native Plants: Saturday, November 18, 2006.....	8
Workshop: “Learn How to Build a Living Roof Garden”: Sunday, November 19, 2006.....	10
Volunteer: “Bernal Hilltop Native Grassland Restoration Project”: Sunday, November 19, 2006.....	10
Solar Living Institute’s Ecological Urban Gardening: Sunday, November 19, 2006	11
The Commonwealth Club Presents David Dobereiner: “Greening Cities in Response to the Climate Crisis” : Wednesday, November 29, 2006	11
Solar Living Institute’s Introduction to Green Renovations: December 1, 2006	11
Solar Living Institute’s Introduction to Commercial Green Building: December 2, 2006	12
Solar Living Institute’s Find Your Own Dream Job in Green Building: December 3, 2006	12
Esalen Institute: “Making A Difference Creating a Sustainable World”: December 3-8, 2006...	13
The Commonwealth Club Presents Amory Lovins: “Winning the Oil Endgame: Principles and Progress”: Monday, December 4, 2006	13
Worldchanging: A User’s Guide for the 21 st Century: Thursday, December 7, 2006.....	13
Solar Living Institute’s How to Make and Use Biodiesel: December 8, 2006.....	14
Winter Water Management: December 9-10, 2006.....	14
Workshop: “Grow Edible Mushrooms at Home”: Sunday, December 10, 2006	15

Women's Environmental Network
NOVEMBER 2006 NEWSLETTER

California Wind Energy Collaborative (CWEC) Annual Forum: Tuesday, Dec 12, 2006 – Wednesday, Dec 13, 2006	15
Solar Living Institute's Find Your Dream Job in Biodiesel: December 10, 2006.....	16
The Commonwealth Club Presents Aron Cramer: "New Business Strategies for a Sustainable Future": Monday, December 11, 2006.....	16
Forum: Zero Waste – What Does It Mean?: Monday, January 30, 2007	16
JOBS	18
The Pacific Institute: Research Associate	18
The Compton Foundation: Program Assistant.....	19
Acterra: Education Coordinator.....	19
Rainforest Action Network: Webmaster.....	20
Earthjustice: Vice President, Communications.....	21
ECS Refining: Environmental Health and Safety Professional.....	22
Rainforest Action Network: Development Associate (Telefundraising).....	23
Sustainable Berkeley: Program Director	23
Scientific Certification Systems: Director of Environmental Claims Certification.....	24
Urban Ecology: Community Designer/ Planner	25
Union of Concerned Scientists – California Organizer	26
Impact Assessment, Inc: Public Health Program Manager (Asthma)	27
Planning and Conservation League and PCL Foundation: Global Warming Project Manager ...	28
Sierra Club: Membership Outreach Representative (Berkeley, CA).....	30
Sierra Club: Director of Donor Programs (Office of Advancement, San Francisco).....	30
Sierra Club: Assistant to the Publisher & Mail Order Service Representative (San Francisco) ..	31
Sierra Club: Member Services Representative (Office of Development, SF).....	32
Sierra Club: Program Assistant (Office of Development, SF)	33
Sierra Club: Accounting Supervisor (Accounting/Finance, SF).....	33
Green Sangha: Executive Director.....	34
Solar Living Institute: Workshop and Intern Coordinator.....	35
Farallones Marine Sanctuary Association: Development Associate	36
TransFair USA: Development Manager	37
Save The Bay: Web and Communications Specialist.....	38
Save The Bay: Political Director	39
Natural Resources Defense Council: Program Assistant (SF Office)	40
Friends of Camp Mather: Naturalist/Environmental Educator.....	41
Environmental Defense: California Events Manager	41
Environmental Defense: Pacific Fisheries Analyst.....	42
Environmental Defense: Corporate Partnerships Project Manager	43
Environmental Defense: Deputy California Regional Director.....	44
The Nature Conservancy: Administrative Assistant.....	45
The Nature Conservancy: Human Resources Manager	46
Greenpeace: Senior Forest Campaigner (Washington DC or San Francisco)	48
The Yosemite Fund: Donor & Data Services Assistant.....	49
The Energy Foundation: Program Associate	50
Urban Creeks Council: Executive Director	51
Arc Ecology: Assistant to Executive Director	51
Arc Ecology: Environmental Scientist.....	52
East Bay Conservation Corps (Several Positions).....	52

ANNOUNCEMENTS

Upcoming WEN Event: "Breast Cancer and Safe Cosmetics": Wednesday, January 31, 2007

WEN Speaker Series Continues – Join Us January 31st!

Celebrate a New Year of environmental progress with the Women's Environmental Network at the Lindsay Wildlife Museum! The Lindsay Wildlife Museum will be open before and after the speaker forum so that you may enjoy the exhibits.

Janet Nudelman, Director of Program and Policy for the **Breast Cancer Fund**, a national, non-profit organization working to eliminate the environmental and other preventable causes of the disease, will join us for an enlightening conversation about the links between cosmetics and cancer.

Major loopholes in federal law allow the \$35 billion cosmetics industry to put unlimited amounts of chemicals into personal care products with no required pre-market testing, no monitoring of health effects, and inadequate labeling requirements. Chemicals linked to cancer and birth defects don't belong in health and beauty products. During this discussion you will learn more about the harmful chemicals in cosmetics and personal care products and the steps we can take – from the personal to the political– to remove them.

****Wine, drinks and appetizers provided by WEN****

6:00PM – 8:00PM

Lindsay Wildlife Museum

1931 First Avenue, Walnut Creek, CA 94597

The Lindsay Wildlife Museum connects people with wildlife to inspire responsibility and respect for the world we share.

****For more information contact: email info@wencal.org.**

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

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

Participants will:

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

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

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

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

---

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

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

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

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

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

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

---

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

East Bay Green Drinks is a monthly gathering of people interested in sustainability, including green business, architecture, design, building, organics, clean energy and other topics. We get together the third Wednesday of the month, on the beautiful rooftop garden at:

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

The next East Bay Green Drinks is:  
***Weds, Nov 15th, 5:30pm-8pm***

READYMADE magazine is our sponsor this month! **ReadyMade** will be giving away three subscriptions and free copies of their magazine. Staff members will be on hand to discuss their upcoming GREEN BUILDING ISSUE, for which they're currently seeking submissions. They're looking for great project ideas that emphasize reuse and green materials, as well as stories about sustainable buildings and today's eco trends and myths. Please bring any and all ideas, as well as prototypes, photos or sketches. ReadyMade is a bimonthly print magazine for people who like to make stuff, who see the flicker of invention in everyday objects - the perfectly round yolk in the mundane egg.

And to top it off, Triple Rock Brewery is taking \$2 off pitchers for our group.  
For more information: <http://groups.yahoo.com/group/SustainabilityHappyHourEastBay/cal>

---

EVENTS

---

**Schedule for Free E-Waste Disposal/Recycling Events in December**

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

*Items Accepted:*

|                                |                               |
|--------------------------------|-------------------------------|
| computer monitors              | cellular phones               |
| computer hard drives and cases | copy machines                 |
| keyboards                      | power supplies                |
| mouses                         | audio/visual equipment        |
| printers                       | digital cameras               |
| fax machines                   | stereo equipment and speakers |
| VCRs                           | video game systems            |
| DVDs                           | wire                          |
| Tvs                            | steel scrap                   |
| telephone equipment            | ferrous & non-ferrous metals  |
| toner cartridges               | steel and alloy rims          |

PLEASE - NO CAR OR HOUSEHOLD BATTERIES, HOUSEHOLD APPLIANCES, MICROWAVE OVENS, or SMOKE DETECTORS.

Any California resident, business, school, governmental or non-profit agency, etc. is welcome to drop off e-waste. NO LIMIT!!!

Info: (866) 335-3373

Website: <http://www.noewaste.com> (for info and the state-required E-Waste Form)

*December Event Schedule*

---

WHEN: Friday, December 8th from 12:00PM - 5:00PM  
Saturday, December 9th from 9:00AM - 3:00PM  
WHERE: EMERYVILLE PUBLIC MARKET, Emeryville  
Christie Avenue Parking Lot  
(Parking lot is across the street from Pacific Park Plaza)

WHEN: Saturday & Sunday, December 9th and 10th from 9:00AM - 3:00PM  
WHERE: MILPITAS HIGH SCHOOL, Milpitas  
Parking Lot (1285 Escuela Parkway)

---

**Book Event: "Capitalism 3.0: A Guide to Reclaiming the Commons": Wednesday, November 15, 2006**

The co-founder of Working Assets, Peter Barnes draws on his experience as a successful entrepreneur to offer viable solutions to pressing economic, environmental, and social concerns. The commons - all the creations of nature and society we inherit together and hold in trust for future generations - are under siege. Our current version of capitalism, the corporate, globalized version, is squandering this shared heritage. The surprising answer to many of these challenges is readily available: "upgrading" capitalism by reclaiming the commons.

Location: Cody's Books, San Francisco, 2 Stockton Street, SF.

Time: 7:00PM

Cost: Free.

Info: 415-773-0444, [events@codysbooks.com](mailto:events@codysbooks.com) or  
<http://www.codysbooks.com/calendar/sep06Calendar.jsp>

**Film Program: "Til Your Well Runs Dry: an Appreciation of Water": Wednesday, November 15, 2006 - Wednesday, December 6, 2006**

Water is not just a supplement to life, but an inseparable suspension. Yet water is also a resource to be exploited, sold in pedigreed bottles, channeled in irrigation, and dammed with no restraint. This modest triptych of programs imagines several of water's manifestations, as the buoyant base of maritime culture, as an aqueous attractant for artists, and finally as a contested commodity in the affairs of state.

Location: Pacific Film Archive Theater, 2575 Bancroft Way, @ Bowditch, Berkeley.

Time: 7:30pm.

Info: 510-642-0808, [http://www.bampfa.berkeley.edu/pfa\\_programs/wellruns/index.html](http://www.bampfa.berkeley.edu/pfa_programs/wellruns/index.html) .

**Presidio School of Management Sustainable MBA Open House: Thursday, November 16, 2006**

Please join us for a Sustainable MBA Open House on Thursday, November 16. Reception starts at 5:30pm, program at 6pm. Hear an inspiring faculty panel presentation and learn about the MBA in Sustainable Management program integrating environmental and socially responsible values into every course. Meet current students and graduates and get your questions answered during the 30-minute Q&A time. With a Presidio MBA, you'll gain the practical business skills you need to create a more sustainable world as well as further your career goals. Refreshments will be served.

Time: 5:30PM to 8:00PM

Location: Fort Mason Center, Building A, Marina Room. Entrance is at the intersection of Marina Blvd. & Buchanan St., San Francisco

RSVP by Tuesday, November 14

Info: [events@presidioMBA.org](mailto:events@presidioMBA.org) or (415) 561-6590

Directions & public transportation info: <http://www.fortmason.org/directions/index.shtml>

**Conference: "California Water Policy": Thursday, November 16, 2006 - Friday, November 17, 2006**

Learn to move that project into action! Government officials, land use planners, businesspeople, water agency officials and the interested public are encouraged to attend. Call to reserve a space.

Location: Wilshire Grand Hotel, 930 Wilshire Blvd., Los Angeles.

Cost: \$395 (discounts, single-day rates available).

Info: 888-773-2888, <http://www.cawaterpolicy.org/> .

**Seminar: "Conservation of California's Amphibians": Thursday, November 16, 2006**

An evening with Dr. Gary M. Fellers, Research Biologist, Western Ecological Research Center, Point Reyes National Seashore. Gary has conducted research on the breeding behavior of treefrogs; tool use in ants; population status of rare plants at Point Reyes; distribution of Argentine ants in Hawaii; and the ecology of island night lizards, island foxes, and spotted skunks on the Channel Islands. Currently, his research focuses on amphibians in California.

Location: Dance Palace Community Center, 5th & B Streets, Pt. Reyes Station.

Time: 7:00PM

Cost: Free.

Info: 415-488-0370 ext. 102, [Paola@SpawnUSA.org](mailto:Paola@SpawnUSA.org) , <http://spawnusa.org/upcomingevents/> .

**Book Event: "The Healthy Home Workbook": Thursday, November 16, 2006**

Kimberly Rider will talk about her latest book, *The Healthy Home Workbook: Easy Steps for Eco-Friendly Living*. Kimberly has been a guest speaker on HGTV's "Curb Appeal" and has been featured in *Natural Home* and *People* magazine. Kimberly is the owner of Atmosphaera, an interior design firm in San Rafael. Look for Kimberly's book *Organic Baby* in Spring 2007. Co-sponsored by Build It Green.

Location: Green Fusion Design Center, 14 Greenfield Ave, San Anselmo.  
Time: 6:00PM - 7:30PM.  
Info: 415-454-0174, [info@greenfusiondesigncenter.com](mailto:info@greenfusiondesigncenter.com), or  
<http://www.greenfusiondesigncenter.com/events.htm> .

**Lecture: "Plant Discoveries in California": Thursday, November 16, 2006**

Did you know that a plant believed extinct was recently rediscovered on Mt. Diablo? Hear about this and other plant discoveries from Dr. Barbara Ertter, curator of Western North American flora at the UC Berkeley Jepson Herbarium.

Location: Oakland Museum of CA, 1000 Oak St., @ 10th St., Oakland.  
Time: 12:30PM  
Cost: Free.  
Info: 510-238-3514, <http://www.museumca.org/cal-public/index.cgi> .

**Exhibit: "ONE: An Earth Installation": Friday, November 17, 2006 - Sunday, April 15, 2007**

San Francisco's celebrated designer/artist, Stanlee Gatti, reflects on the interconnectedness of all living things in his very first public exhibition this winter at the Conservatory of Flowers in Golden Gate Park. The exhibition brings together Gatti's flair for floral design and his artistic approach to creating original, contemporary environments.

Location: Strybing Arboretum, 9th Ave @ Lincoln Way , SF.  
Time: 9am - 5pm (Tuesdays through Sundays).  
Cost: \$5 general, \$3 youth 12-17.  
Info: 415-666-7001, <http://www.conservatoryofflowers.org/> .

**Class: "Two Energy Efficiency Technologies for Cleanroom Facilities": Friday, November 17, 2006**

Speakers William Tschudi, David Faulkner, and Tengfang Xu of Lawrence Berkeley National Laboratory will present data from LBNL's High Tech Buildings initiative, an effort to investigate technologies and strategies to improve energy performance of cleanroom, laboratory, and data center facilities. As part of this project, two demonstrations were recently concluded highlighting two technologies for use in cleanroom and laboratory facilities.

Location: Pacific Energy Center, 851 Howard St., between 4th & 5th, SF.  
Time: 9:00AM to 12:00PM.  
Cost: Free.  
Info: 415-973-2277, <http://www.pge.com> .

**Conference: "Bringing Clean Technologies to Global Markets": Friday, November 17, 2006**

A conference on bringing clean technologies to global markets. This event brings together cleantech entrepreneurs, marketers, investors, government officials and others involved in clean technologies.

Location: Townsend and Townsend, 379 Lytton Avenue, Palo Alto.

Time: 8:30AM - 8:30PM.

Cost: \$200 regular (\$100, students).

Info: 650-255-3046, [conference@globalcleantech.net](mailto:conference@globalcleantech.net), or <http://www.globalcleantech.net> .

**Solar Living Institute's Green Careers Day: San Francisco, November 18, 2006**

Do you want to find a great job in the solar or green building fields? SLI's career-focused workshops including "Find Your Dream Job in Solar" and "Find Your Dream Job in Green Building" have helped many people do just that. Mid-career professionals and individuals just starting out who are looking for more meaningful work enjoy these classes, and, many of our graduates have gone on to fulfilling careers in solar, green building, natural building, biofuels and other sustainable fields. If you've been thinking about finding your niche in the emerging green economy, you won't want to miss our Green Careers Day. This special event will feature leading green entrepreneurs and green career experts who will present the full range of career opportunities in the green economy, followed by breakout sessions. You'll come away with ideas, strategies, resources and contacts to help you find your dream green job.

Time: 8:30AM until 6:00PM

Cost: \$150 through September 30th; Regular price: \$175.00

For more information or to register online: call 707.744.2017 or visit

<http://store.solarlivingstore.com/gc10grecadays.html>.

**Volunteer: Water Quality Monitoring: Saturday, November 18, 2006**

We will be performing our monthly water chemistry test at the inlet of Lake Temescal. We will meet at the Broadway Terrace entrance.

Location: Lake Temescal, Oakland.

Time: 10:30AM

Info: call 510-528-5403, email [jharg@sbcglobal.net](mailto:jharg@sbcglobal.net), or vast

[http://www.ebparks.org/resources/pdf/trails/temescal\\_map.pdf](http://www.ebparks.org/resources/pdf/trails/temescal_map.pdf).

**Workshop: "Designing Sustainable Landscapes": Saturday, November 18, 2006**

Learn concepts that will improve the health of the plants, increase species diversity in the soil and build good soil structure. You will learn how to design with the most appropriate plants for transition zones. Sustainable landscape design makes good business sense and will improve your skills as a designer. Register and pay in advance. Common Ground is a project of the 501 (c) (3) non-profit Ecology Action.

Location: Common Ground, 559 College Ave, Palo Alto.

Time: 10:30AM - 3:30PM.

Cost: \$45.

Info: 650-493-6072, <http://www.commongroundinpaloalto.org>.

**Volunteer: Restoration Paddle at Bair Island: Saturday, November 18, 2006**

Thanksgiving Day is soon approaching and do you know who you should thank for saving Bair Island? Learn about the fascinating history of these islands while canoeing to our restoration site and performing much-needed service activities like seed collection and iceplant removal. RSVP.

Location: Redwood City.

Time: 9:00AM to 2:30PM.

Cost: \$35.

Info: 510-452-9261 ext.109, [jgretz@savesfbay.org](mailto:jgretz@savesfbay.org) , <http://www.savesfbay.org/bayevents> .

**Volunteer: Plant Native Plants: Saturday, November 18, 2006**

Help reclaim new ground in the ongoing restoration of West Stege Marsh and surrounding uplands. Help plant hundreds of young native plants, creating habitat for birds and other wildlife. Enjoy the scenic beauty of this secluded part of the bay shore in Richmond, and learn about the plants and animals that live here. Pre-registration is greatly appreciated but not necessary. Youth under 18 will need signed permission from a parent or guardian. Tools, gloves, boots, and light refreshments are provided, and if it's wet we have rain suits for all! Damp weather is great for planting, but stormy conditions will cancel the activity.

Location: Watershed Project, 1327 S 46th St. Bldg. #155, Richmond.  
Time: 9:00AM to 12:00PM.  
Info: 510-665-3689, or [Bayshorestewards@thewatershedproject.org](mailto:Bayshorestewards@thewatershedproject.org) .

**Volunteer: 25th Avenue Tree Planting with Friends of the Urban Forest: Saturday, November 18, 2006**

We need volunteers to help plant trees. Breakfast / lunch is provided. Meeting place TBA. RSVP by phone.

Location: SF.  
Time: 9:00AM to 12:00PM.  
Info: 415-561-6890 ext. 100, [http://www.fuf.net/calendar\\_news/index.html](http://www.fuf.net/calendar_news/index.html) .

**Volunteer: "Restore-A-Thon": Saturday, November 18, 2006**

Help save the quail. Volunteers will plant native plants for our official State and City bird. Tools and refreshments will be provided. Sponsor yourself or a volunteer at \$30 or more and you will receive a baseball cap or canvas bag.

Two locations: Harding Park near Lake Merced and Quail Commons in the Presidio, SF  
Time: 9:00AM to 1:00PM  
Cost: Donations Encouraged.  
Info: 510-843-7295, [mmartin@goldengateaudubon.org](mailto:mmartin@goldengateaudubon.org), <http://www.goldengateaudubon.org> .

**SCRAP Workshop: Art Cards for the Holidays: Saturday, November 18, 2006**

Play with a variety of techniques including screen prints, raised surface prints, nature prints, paste paper prints, watercolor and collage on SCRAP's fancy papers. Each card will be a small, festive work of art. Call to reserve a space.

Location: SCRAP, 801 Toland St., entrance on Newcomb, between Toland and Selby, SF.  
Time: 1:00PM to 4:00PM.  
Cost: \$15.  
Info: 415-647-1746, [scrap@scrap-sf.org](mailto:scrap@scrap-sf.org), <http://www.scrap-sf.org/> .

**Volunteer: Corona Heights Habitat Restoration Work Party: Saturday, November 18, 2006**

There are 100 native plant species remaining at Corona as well as some 15 very prolific non-natives that can overwhelm them if left unchecked. We'll be weeding out the non-natives and tending to the new natives that were set out during the past winter. We need lots of help! Meet at the north side of the Randall Museum (parking lot is south side). Dress in layers, wear hat, sunscreen, and sturdy shoes. Bring water. Tools and disposable gloves provided (bring your own sturdier gloves if you wish). Heavy rain cancels.

Location: Corona Heights , Museum Way, (at the end off Roosevelt Way), SF.  
Time: 10:00AM to 12:00PM  
Cost: Free.  
Info: 415-552-3542.

**Creek Walks Where Salmon Spawn: Saturday, November 18, 2006 - Sunday, January 14, 2007**

Two tours daily on Saturday and Sundays, 10am and 1pm Special trips, Wed-Fri, Nov. 22-24 and Mon – Fri Dec. 25th - 29th and New Year's Day. Tours will proceed rain or shine. Wear warm clothes, galoshes or boots and bring rain gear. Reservations required. Call between 9am and 5pm, M-F to reserve a space.

Location: Lagunitas Watershed.

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

Cost: \$6 - \$10 sliding scale.

Info: 415-488-0370 ext. 107, [Creekwalk@SpawnUSA.org](mailto:Creekwalk@SpawnUSA.org) .

**Workshop: "Homebrewing Biodiesel": Saturday, November 18, 2006**

We'll bring a portable processor and make a full batch of fuel during the class. You'll learn the whole process from testing the veggie oil, brewing the biodiesel, washing it, filtering it, and putting it in your vehicle. Bring a delicious dish to share for a potluck lunch. We'll schedule a processor and washtank building workshop, for people who want to build one. Register online.

Location: Alameda Point Collaborative, 677 W. Ranger Ave, Alameda.

Time: 9:30AM to 4:30PM.

Cost: \$60.

Info: 415-488-0370 ext. 107, <http://www.backyardbiodiesel.org/> .

**Class: "Introduction to Bioregional Education": Saturday, November 18, 2006**

An ecological approach to identifying and understanding Northern California's unique climate, weather, soil, land forms, watersheds, and native wildlife. Emphasis is on observation of natural characteristics, discussing relationships, and hands-on learning. The class includes bioregional mapmaking and take-home materials. We begin at the end of Chenery Street in front of the baseball field. Bring a sack lunch, good walking shoes, and working gloves (optional). RSVP by phone.

Location: Glen Canyon Park, SF.

Time: 10:00AM to 4:00PM.

Cost: \$35 - \$75 sliding scale (work exchange available).

Info: 415-285-6556, [mail@planetdrum.org](mailto:mail@planetdrum.org) , <http://www.planetdrum.org/> .

**Volunteer: "Cerrito Creek Work Party": Saturday, November 18, 2006**

Join Friends of Five Creeks to help remove invasive weeds. Wear shoes with good traction and clothes that can get dirty.

Location: Creekside Park, south end of Santa Clara Street, El Cerrito.

Time: 10:00AM

Info: 510-848-9358, [F5creeks@aol.com](mailto:F5creeks@aol.com), <http://www.fivecreeks.org> .

**Workshop: "Learn How to Build a Living Roof Garden": Sunday, November 19, 2006**

Learn how to convert a flat roof into a planted garden. Great for garages! Teacher: Steph Lind, green contractor. Hands-on: we will renovate the Ecohouse tool shed roof into a living garden and add a duck pond and planted drainage swale.

Location: Berkeley Eco-House, 1305 Hopkins St., Berkeley.

Time: 10am - 3pm. Cost: \$15 sliding scale: no one turned away.

Info: 510-548-2220 ext. 242, [ecohouse@ecologycenter.org](mailto:ecohouse@ecologycenter.org)

**Volunteer: "Bernal Hilltop Native Grassland Restoration Project": Sunday, November 19, 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.

Location: SF (see above)

Time: 11:00AM

Info: 415-282-5066, [bpandrp@peoplepc.com](mailto:bpandrp@peoplepc.com)

### **Solar Living Institute's Ecological Urban Gardening: Sunday, November 19, 2006**

Learn to design and maintain your own ecological garden space in the city! We will explore sustainable urban gardening options, such as planters, rooftop boxes, community/school gardens, and more.

#### Hands-on experience will cover:

- Site/soil analysis and preparation
- Composting
- Harvesting
- Pruning
- Irrigation
- Planting

Learn to incorporate such concepts as crop biodiversity, companion planting, nutrient recycling, and agro-forestry for use in urban, home-scale garden design with instructor: [Katherine Steele](#).

Time: 9:00AM to 5:00PM

Location: Garden for the Environment, 780 Frederick St., San Francisco, CA 94117

Cost: \$120.00

For more information: <http://store.solarlivingstore.com> or 707.744.2017.

### **The Commonwealth Club Presents David Dobereiner: "Greening Cities in Response to the Climate Crisis" : Wednesday, November 29, 2006**

The last two centuries of industrial activity have propelled society while simultaneously threatening some life forms and the environment. How do we strike an eco-balance? Eliminating fossil fuel use is only part of the answer, says Dobereiner, architect and author of *The End of the Street*, who will present a vision of high-density, medium-rise "garden cities."

Time: 11:30AM - Check-in

12:00 PM - Program

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

Cost: Free for Members, \$15 for Non-Members

Program Organizer: Kerry Curtis

Co-sponsored by Northern California Chapter of Architects, Designers and Planners for Social Responsibility.

Info: <http://commonwealthclub.org/mlf/#dobereiner>.

### **Solar Living Institute's Introduction to Green Renovations: December 1, 2006**

Preparing to embark on a kitchen, bathroom or other home renovation project? There are many exciting and rewarding materials and techniques you can employ to make your home more eco-friendly and healthy for your family. In some cases, simple measures such as replacing old windows or installing awnings will also yield significant cost savings over time.

This workshop will help you learn:

- The negative impacts of many conventional building materials and techniques
- Intelligent alternatives to common products and where to find them
- How to get your interior designer or contractor to be more environmentally aware
- Design principles that make your green house a more warm and natural home

This workshop is also suitable for interior designers and builders who want to serve sustainability-minded clients as well as people involved in non-residential remodeling.

Instructor: [John Shurtz](#).

Time: 9:00AM to 5:00PM

Location: San Francisco

Cost: \$120

For more information: <http://store.solarlivingstore.com> or 707.744.2017.

**Solar Living Institute's Introduction to Commercial Green Building: December 2, 2006**

Green building is a broad discipline that encompasses all aspects of a structure or development that impact the environment. In this unique course, you will learn about the six key categories used by the USGBC's Leadership in Energy and Environmental Design (LEED) program for rating green buildings:

- Sustainable site selection
- Water efficiency measures
- Energy efficiency
- Eco-friendly building materials
- Indoor/outdoor air quality
- Innovative design

We will examine several fascinating case studies of commercial and residential green buildings to learn how these techniques have been employed.

Time: 9:00AM to 5:00PM

Location: San Francisco

Cost: \$120

For more information: <http://store.solarlivingstore.com> or 707.744.2017.

**Solar Living Institute's Find Your Own Dream Job in Green Building: December 3, 2006**

As the demand for residential, commercial and institutional green buildings increases at an exponential rate, opportunities for career seekers and entrepreneurs are also rapidly expanding. This workshop will explore a range of challenging and rewarding opportunities in a range of fields, including:

- Natural building
- Green architecture
- Green materials development and sales
- Interior design
- Installation and construction

We will equip you with an array of informational resources to help you find the career or business that's right for you in this rapidly growing industry. This course will be led by Brian Gitt, Executive Director of Build It Green. Build It Green is a professional non-profit membership organization whose mission is to promote healthy, energy and resource-efficient buildings in California. Supported by a solid foundation of outreach and education, Build It Green connects consumers and building professionals with the tools and technical expertise they need to build quality green buildings. Build It Green fosters collaboration with key stakeholder groups to accelerate the adoption of green building practices, policies, and programs.

Completion of Green Building 101 is highly recommended (but not required) for this workshop.

Time: 9:00AM to 5:00PM

Location: San Francisco

Cost: \$120

For more information: <http://store.solarlivingstore.com> or 707.744.2017.

**Esalen Institute: “Making A Difference Creating a Sustainable World”: December 3-8, 2006**

*Every* person has the capacity to live in harmony with our world and all its inhabitants, and to use its resources wisely. Each one of us makes a difference. This seminar will empower you to make thoughtful, practical and joyful choices, creating a compelling personal or organizational vision and an inspiring action plan for a conscious, sustainable future.

- Define your ecological footprint
- Learn about Permaculture principles and the Eight Levels of Sustainability
- Use the feng shui system to align your environment with your vision
- Explore sustainability in the home, office, community, environment and world
- Inspiring leadership for change
- Develop your personal Sustainability Vision
- Create a personal or organizational Action Plan with easy steps to take each day

Ideal for Green business owners and employees, non-profit leaders, social entrepreneurs, youth leaders, change agents, government employees, and individuals in life and career transitions. Drawing on the principles of Natural Capitalism, The Triple Bottom Line, Permaculture, Whole Systems Thinking, Spiral Dynamics, Deep Ecology and Feng Shui, the seminar offers creative solutions and opportunities for deeper exploration.

Visit sustainable projects at Esalen, see inner workings of geothermal systems and visit green building in Big Sur, access community networks for more information, get a buddy for ongoing support, be inspired and have fun! (Plus: yoga, meditation, games, walks, fire ceremony, community building exercises, hot tubs, appreciation and midnight dancing!)

Esalen Institute has an international reputation as an educational center. Built on cliffs overlooking the Pacific Ocean in a stunning setting at Big Sur California, its hot springs, geothermal swimming pool, lush gardens and meditation areas create a luxurious setting for respite, reflection, rejuvenation, and planning a future. More info at <http://www.esalen.org>

*Cost:* US \$525-\$1060 (depending on accommodations) Includes room & board and this fabulous seminar with reproducible materials.

*Reservations:* Call Esalen (831) 667-3000 or 667-3005

For more information: <http://www.urbanpermacultureguild.org/esalen2006/esalenflyer2006.html>

**The Commonwealth Club Presents Amory Lovins: “Winning the Oil Endgame: Principles and Progress”: Monday, December 4, 2006**

Oil is increasingly becoming a challenge through volatile pricing, supply and transport vulnerabilities, emissions, and global competition and security issues. Lovins, who has advised energy industries for over 30 years, will discuss the steps necessary to break our oil dependency and create wealth, enhancing choice and strengthening common security. Lovins is a Physicist and Founder and CEO of the Rocky Mountain Institute located in Snowmass, Colorado.

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

Time: 5:30 PM - Wine and cheese reception  
6:00 PM – Program

Cost: Free for Members, \$18 for Non-Members

Info: <http://commonwealthclub.org/featured>

**Worldchanging: A User’s Guide for the 21<sup>st</sup> Century: Thursday, December 7, 2006**

The tools, models and ideas for creating a better world are all around us. Now all we have to do is connect them. Hear from web site founders and local contributors who are providing the links

to foster collaborative partnerships that will promote profound positive change. There are no negative reviews, critiques or exposés on *worldchanging.com*, just conversations and resources to address challenges in everything from democracy to artificial intelligence.

Panelists Include:

**Joel Makower**, Founder/Executive Editor, GreenBiz.com

**Mike Millikin**, Editor, Green Car Congress

**Sarah Rich**, Managing Editor, Worldchanging.com

**Cameron Sinclair**, Co-founder/Executive Director, Architecture for Humanity

**Alex Steffen**, Executive Editor, Worldchanging.com

Time: 5:30PM – Reception

6:00 PM – Program

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

Cost: \$8 for Members, \$15 for Non-Members

Program Organizer: Eric Freed

Co-sponsored by organicARCHITECT.

For more information or to reserve online:

<http://www.commonwealthclub.org/mlf.html#worldchanging>

**Solar Living Institute's How to Make and Use Biodiesel: December 8, 2006**

Biodiesel is made from renewable resources such as raw or used vegetable oils or animal fats which can be used directly by diesel engines. Its production and usage are growing at an exponential rate, and it has the potential to be the primary alternative to fossil fuels for the world's transport energy source. It is biodegradable, non-toxic, non-flammable and has significantly fewer emissions than petroleum-based diesel.

In this hands-on class, learn the process of making fuel from fresh or restaurant waste oil and examine the inner workings of a homemade small-scale biodiesel processor. Take this workshop to learn how to run your vehicle on biodiesel and help reduce the dependency on fossil fuels, whether by making your own 100% biodiesel or supporting local biodiesel co-ops and small businesses. Instructor: Jennifer Radtke.

Time: 9:00AM to 5:00PM

Location: San Francisco

Cost: \$120

For more information: <http://store.solarlivingstore.com> or 707.744.2017

**Winter Water Management: December 9-10, 2006**

This new workshop offers hands on learning for cleaning and harvesting water runoff. Whether the runoff water is carrying chemicals, manure, or silts, this workshop will give participants a variety of tools to assess and mitigate runoff issues in a diversity of situations.

Brock Dolman, Director of The Occidental Arts and Ecology Center's WATER Institute, will offer a series of beautiful slide images and interpretations of water, watersheds, human development patterns and restorations ideas that support ecological integrity and social resiliency. Come learn and share innovative approaches to managing residential storm water and designing settlements in ways that reduce impacts and even enhance our watersheds Discover methods of bio-filtration that will grow to be more effective over time. Design systems that mimic natural cycles to withstand the pressures of industrial agriculture without harming the ecosystem.

This workshop takes place on the Lower Pfeiffer Ridge in Big Sur. We will utilize diverse learning approaches including hands-on, lecture, tours and demonstrations.

Topic covered will include: water harvesting, mycorestoration (mushroom restoration, rock and reed systems, erosion control, reforestation techniques, passive watering strategies, microbial bio-filters, watershed restoration, site assessment, permaculture design, and alleviating chemical, biological, and physical stresses to the watershed.

Instructors:

Permaculture Designers bringing their extensive experience with water runoff strategies and bioremediation techniques:

- Brock Dolman of O.A.E.C.'s W.A.T.E.R. Institute
- Benjamin Fahrer of Ocean Song Farm and Wilderness Preserve
- Mia Rose Maltz of the R.I.T.E.S. Project

Cost: \$100, including catered meals

Partial Scholarships and Limited Work Trade Positions still available!

Camping Option:

Rugged Lodging and Camping on-site will be available Use of on-site bath house, kitchen, and library included.

How To Register

Download Application Form (Microsoft Word format) and return with check made payable to the Permaculture First Responder:

Permaculture First Responder  
P.O. Box 96  
Occidental, CA 95465

After we receive your registration form and fees, additional information will be emailed to you.

For more information: <http://www.urbanpermacultureguild.org/pfr/winterwater.html>

**Workshop: "Grow Edible Mushrooms at Home": Sunday, December 10, 2006**

Take a slideshow tour of some amazing mushrooms of the Bay Area and learn how to grow edible mushrooms at home. Teacher: Ken Litchfield, mycologist. Hand's-on: bring extra newspaper, cardboard, sawdust, wax, cordless drills, drill bits, and leave with some mushrooms of your own!

Time: 10:00AM to 3:00PM

Location: Berkeley Eco-House, 1305 Hopkins St., Berkeley.

Cost: \$15 sliding scale: no one turned away.

Info: 510-548-2220 ext. 242, [ecohouse@ecologycenter.org](mailto:ecohouse@ecologycenter.org) .

**California Wind Energy Collaborative (CWEC) Annual Forum: Tuesday, Dec 12, 2006 – Wednesday, Dec 13, 2006**

Silverado Resort, 1600 Atlas Peak Road, Napa

The California Wind Energy Collaborative (CWEC) will host its annual forum to explore the technology, policy, and planning issues driving wind energy's future in California.

Purpose — The forum will assemble expert panels from industry, government, and academia to discuss the most relevant issues facing wind energy in the state. The keynote speakers will be Dr. Dariush Shirmohammadi, California ISO's Director of Regional Transmission - South and Mr. Jens Sjøby, President of Vestas Americas. Dr. Shirmohammadi will present the transmission plans that will connect California's incoming new wind capacity in Southern California. Mr. Sjøby will share his views on the future of wind energy, discussing both current and forthcoming issues.

The forum will begin at noon on December 12 and will be followed by a reception that evening. It will then continue throughout the morning of December 13. The afternoon will feature a wind plant tour in the nearby Solano wind resource area.

Background — CWEC is a partnership between the University of California and the California Energy Commission. CWEC and this forum are funded by the PIER program. CWEC serves as a state level entity to allow coordination among the diverse set of parties involved in further developing California wind energy resources. This will be CWEC's fifth annual forum.

For more information contact:

[www.cwec.ucdavis.edu/forum](http://www.cwec.ucdavis.edu/forum)

[www.energy.ca.gov/pier/notices/2006-wind-forum/2006-12-12-13\\_wind\\_forum.html](http://www.energy.ca.gov/pier/notices/2006-wind-forum/2006-12-12-13_wind_forum.html)

### **Solar Living Institute's Find Your Dream Job in Biodiesel: December 10, 2006**

The explosive growth in demand for biodiesel has created unique opportunities for career seekers and entrepreneurs alike. This course will provide insight into the burgeoning biodiesel industry with an insiders' view of benefits and challenges. In this interactive workshop, we will focus on where your skills and interests may be applicable – from crop production to distribution and education to policy. We will challenge you to think creatively about what you have to offer in this segment of the renewable fuel industry.

Topics covered will include:

- An overview of the industry, including legislation, production, distribution, retail
- Benefits and hurdles: finding your opportunity
- Future of the industry: looking at career choices
- Resources

Come learn from successful and experienced Northern California biodiesel industry insiders. (This workshop will not cover how to start a biodiesel production plant.) Instructors: Ryan Lamberg and Sara Hope Smith. Prerequisite: Biodiesel 101 or equivalent knowledge.

Time: 9:00AM to 5:00PM

Location: San Francisco

Cost: \$120

For more information: <http://store.solarlivingstore.com> or 707.744.2017

### **The Commonwealth Club Presents Aron Cramer: "New Business Strategies for a Sustainable Future": Monday, December 11, 2006**

Businesses cannot succeed in societies that are failing around them. According to Cramer, President and CEO, Business for Social Responsibility, corporate citizens increasingly bear a responsibility - and opportunity - to deliver value both for society and business. He will discuss innovative models for solving crucial global challenges like climate change, poverty, rapid demographic changes and the social impact of new technologies.

Time: 5:30PM – Reception

6:00PM – Program

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

Cost: Free for Members, \$15 for Non-Members

Program Organizer: Barbara Anne-Greenwald

For more information or to reserve online: <http://commonwealthclub.org/mlf/#dobereiner>

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

Sierra Club Member Education Forum

7:00 to 9:00 pm at the Peninsula Conservation Center, Kestral Room; Palo Alto

Women's Environmental Network  
NOVEMBER 2006 NEWSLETTER

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

We will show a short documentary "Point of Return" that illustrates what happens to recyclables after they leave the curb and then explores sustainable choices with regard to local, regional, and international consequences. Zero Waste leaders will be available to lead a lively discussion on potential local actions and the next steps needed to reduce human impacts on the environment.

Please rsvp to Ann Schneider at 650 962-0404 or SchneiderAnn@juno.com so we can order beverages and set up the room.

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

---

## JOBS

---

### **The Pacific Institute: Research Associate**

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

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

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

#### Job Responsibilities

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

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

Read the complete job description here: [http://www.pacinst.org/about\\_us/jobs.html](http://www.pacinst.org/about_us/jobs.html).

#### Closing Date

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

#### To Apply

Please submit a cover letter, résumé, and names and contact information of three references to:  
Dr. Peter Gleick, President  
654 13th St  
Oakland CA 94612

Fax: 510-251-2203

Electronic mail: [pgleick@pacinst.org](mailto:pgleick@pacinst.org)

### **The Compton Foundation: Program Assistant**

The Compton Foundation has been making grants since 1946 with the aim of bringing about world peace. Compton's founders believed world peace would only be possible if the conditions that brought about war could be eliminated. As a result, they focused their funding on the problems of the rapid growth of the human population, the depletion of natural resources due to population growth and increasing consumption levels, the accompanying degradation of the environment, and the chaotic status of human rights in much of the world. The Foundation continues to support responsible stewardship that respects the rights of future generations to a balanced and healthy ecology, both personal and global, allowing for the full richness of human experience. To realize this vision, the Compton Foundation focuses most of its grantmaking in the areas of Peace & Security, Environment & Sustainability, and Population & Reproductive Health, with a special emphasis on projects that explore the interconnections between these categories.

#### Position Description

The Program Assistant provides administrative and project-related support to the Program Officer for the Environment & Sustainability Program and the Family Advisory Board. The Program Assistant's responsibilities generally fall into three categories: 1) program administration; 2) grants administration; and 3) foundation-wide responsibilities. This is a half-time position. As feasible, the specific hours can be arranged to fit the Assistant's schedule.

*Read the complete job description here:* <http://www.comptonfoundation.org/employment.html>.

#### Start Date and Compensation

The projected start date for this position is December 18, 2006. This position is half-time (20 hours per week) and includes generous benefits. Compensation will be based upon experience, starting at \$19/hour. We actively seek a diverse pool of candidates, from a variety of backgrounds, who are committed to the mission of the Compton Foundation.

#### How to Apply

Send a résumé and cover letter (including references with complete contact information) explaining how your skills fit the position to Deborah Daughtry, Office and Communications Manager, by November 20, 2006:

Email: [Deborah@comptonfoundation.org](mailto:Deborah@comptonfoundation.org) (Subject: Program Assistant Position)

Mail: Deborah Daughtry  
Office and Communications Manager  
Compton Foundation  
255 Shoreline Drive, Suite 540  
Redwood City, CA 94065

### **Acterra: Education Coordinator**

Formed by the merger of two respected environmental organizations in 2000, Acterra: Action for a Sustainable Earth creates local solutions that foster a healthy natural environment. The organization sponsors a number of programs including two stewardship projects (the Arastradero Preserve Stewardship Project and Acterra's Native Plant Nursery), the Be the Change environmental leadership program, a Sustainable Energy Campaign, the Sustainable Living Project and an Environmental Library and Resource Center.

#### Acterra Stewardship Program Profile

The mission of the Acterra Stewardship Program is to restore natural lands to ecological health by involving the community in land stewardship. Through engaging volunteers in hands-on

habitat restoration activities, and facilitating information-sharing about best restoration practices, we involve, educate, and inspire people to take care of the land for current and future generations. Acterra's Stewardship Program has a unique partnership with the City of Palo Alto and the 622-acre Pearson-Arastradero Preserve. Our work on the preserve emphasizes: 1) Restoring the preserve's native ecosystems, 2) Coordinating stewardship work performed by community volunteers, 3) Coordinating youth and adult environmental educational activities on the preserve, and 4) Coordinating Acterra's professional information-sharing and outreach activities to other land managers in the region.

#### Position Overview

The Education Coordinator will educate both youth (especially underserved youth) and adults with an emphasis on habitat restoration in schools, adjacent land, and on the Pearson-Arastradero Preserve. The person in this position will also be responsible for volunteer coordination on the Arastradero Preserve and on other open space and schools. This position involves approximately 50% time in the field and 50% time in the office. The Education Coordinator reports to Acterra's Stewardship Program Director and works closely with the Chief Preserve Steward and the Acterra native plant nursery staff.

Read the complete job description here: <http://www.acterra.org/jobs/index.html>

#### Compensation

\$38,000 - \$40,000 per year plus benefits.

#### To Apply:

Send cover letter stating career goals, resume with three professional references, and two letters of recommendation (letters can arrive separately) to: Sheri Lubin, Stewardship Program Director: [SheriL@Acterra.org](mailto:SheriL@Acterra.org) or fax to 650.962.8234. Application deadline: Open until filled. Acterra is an equal opportunity employer.

### **Rainforest Action Network: Webmaster**

#### Position Summary

Want to put your web skills to work saving the world? At Rainforest Action Network, you'll get to do just that as you work alongside committed, energetic and enthusiastic people from all kinds of different backgrounds. Our mission is to break America's oil addiction, protect endangered forests and indigenous rights, and stop destructive investments around the world. If you've ever wanted to make the world a better place but weren't sure how to go about it, Rainforest Action Network is the answer. We get things done, and best of all, we have fun doing it.

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

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

Read the full job description here: [http://ran.org/who\\_we\\_are/jobs\\_internships/](http://ran.org/who_we_are/jobs_internships/).

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

### **Earthjustice: Vice President, Communications**

Earthjustice, the nonprofit law firm for the environment, located in Oakland, California, seeks a Vice President, Communications. The Vice President, Communications is responsible for managing the communications function for the organization with the goals of building support for the issues addressed through litigation and policy work, and to increase name recognition and support for Earthjustice. This is achieved through the design and implementation of strategic and integrated advocacy communications campaigns, effective media relations, brand management, the use of professional and consistent outreach materials, creative marketing and event outreach programs, ensuring a strong link between communications and the rest of the organization, and the appropriate and productive use of information technologies.

This position will represent Earthjustice's communications program with funders and partner organizations. In addition, the Vice President, Communications plays a strategic role in helping to determine program direction for the organization as a whole as part of the senior management team.

Essential Functions include:

#### Communications Management

- Overseeing the media function including supervision of the Media Director.
- Overseeing the Director of Marketing on brand management, research and measurement projects.
- Overseeing the Director of Online Strategies to ensure an effective, updated website, related campaign sites, the strategic use of email lists, and effective online outreach strategies.
- Coordinating with the Senior Editor on special projects, such as books and white papers.
- Developing and managing annual expense budget.
- Responding to breaking news issues with communications staff and outside consultants.
- Keeping abreast of developments in communications and determine how and when to adopt new approaches and technology.
- Regularly updating Executive Director, staff and Trustees on communications activities.
- Using research and analysis to measure the effectiveness of the communications effort and to help guide new initiatives.

#### Communications Strategy:

- Identifying key issues that will require communication resources, including identifying key audiences for each office, major issue areas, and developing outreach strategies.
- Using an ongoing process for staff involvement and review.
- Working with outside consultants to identify key problems and opportunities for improvement.
- Coordinating message development efforts for the organization as a whole to ensure regional offices and departments are aware of outcomes that impact their work. Keep outreach materials updated for use by development and program staff.
- Working with regional offices, PAL, and the development department to successfully implement coordinated communications plans.
- Determining core and future audiences for the organization and develop communication strategies to reach these targets.

#### Senior Management:

- Working with VPs and Managing Attorneys to help determine program priorities and direction for the organization as a whole.
- Contributing to weekly senior team meetings and participate in organizational management efforts.

- Helping organize board meetings, management meetings, and the annual meeting.
- Addressing internal communication issues that impact how headquarters staff work with legal staff on message development.
- Working with the development department to ensure adequate funding sources for the communications effort.
- Representing Earthjustice at networking events, conferences, etc.

*This position oversees the following staff:*

- Director of Media Relations (+ 3 press secretaries)
- Director of Marketing (+ 1 Sr. Associate)
- Director of Online Strategies (+ Webmaster and Associate)
- Senior Editor
- Communications Assistant (+interns and volunteers)

*Ideal candidates will possess the following qualifications:*

- Master's Degree - Marketing, Communications, Political Science Environmental Studies or related area
- Minimum ten years of experience in communications, with a focus on environmental issues and advocacy communications.
- Ability to think strategically.
- Successful track record of managing a creative and diverse staff.
- Understanding of or experience with use of public opinion research
- Experience with public speaking.
- Outstanding interpersonal skills.
- Experience maximizing limited budget resources.
- Demonstrated ability to create and implement projects and workplans.
- Excellent written and oral communication skills.
- Knowledge of information technologies.
- Excellent computer skills. Ability to use a variety of computer and database programs.

Earthjustice offers a competitive salary and outstanding benefits package, and a stimulating rewarding work environment. Earthjustice is an equal opportunity, employer and encourages applications from women, people of color and other members of under-represented groups who will contribute to the diversity of its staff.

*To Apply:*

Please send your resume to:

Vice President, Human Resources  
Earthjustice  
426 17<sup>th</sup> Street, 6<sup>th</sup> Floor  
Oakland, CA 94612  
FAX 510 550 6740

Or e-mail [bdrago@earthjustice.org](mailto:bdrago@earthjustice.org). Please include "VP Communications" in the subject line. No phone calls, please.

**ECS Refining: Environmental Health and Safety Professional**

ECS Refining seeks an EH&S professional with broad experience in the field to lead EH&S effort at an electronics and hazardous waste recycling facility. Job duties encompass all aspects of health and safety, including planning and conducting employee training, monitoring compliance with plans and programs, record keeping, and injury prevention. Environmental aspects of the position include facility inspections for environmental compliance (e.g. hazardous waste, storm water, air emission control equipment), tracking new regulations that impact operations, working with production staff to ensure environmental compliance, hosting and conducting facility audits, and interacting with clients that have EH&S concerns. Successful

candidate will be a self-starter with a positive and motivated attitude. 5 years experience preferred.

To Apply:

E-mail resume to: [JBerg@ecsrefining.com](mailto:JBerg@ecsrefining.com)

or mail to: Janet Berg  
Human Resources Dept.  
ECS Refining  
705 Reed Street  
Santa Clara, CA 95050

**Rainforest Action Network: Development Associate (Telefundraising)**

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

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

Development Associate (Telefundraising) Responsibilities:

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

Read the full job description here: [http://ran.org/who we are/jobs internships](http://ran.org/who_we_are/jobs_internships)

To Apply:

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

**Sustainable Berkeley: Program Director**

Sustainable Berkeley seeks a full-time Program Director to deliver effective messages to

business, education, government and other community groups to promote and celebrate healthy, resource-efficient living, working and doing business in Berkeley, California. Sustainable Berkeley is a partnership of business, education, civic and government stakeholders working to make Berkeley the greenest city and a center for green business entrepreneurship and innovation. Sustainable Berkeley builds upon two years of collaboration that created the Sustainable Business Action Plan endorsed by Berkeley City Council in 2004. The organization will concentrate on a climate protection campaign for large energy users in the first year. For the full job announcement, contact [jobs@sustainableberkeley.org](mailto:jobs@sustainableberkeley.org).

### **Scientific Certification Systems: Director of Environmental Claims Certification**

#### Summary:

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

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

#### About Scientific Certification Systems (SCS)

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

#### Essential Duties and Responsibilities:

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

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

#### Qualifications:

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

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

Compensation:

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

To Apply:

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

**Urban Ecology: Community Designer/ Planner**

Background

Urban Ecology, a thirty-year old San Francisco Bay Area non-profit, believes that vibrant neighborhoods are the building blocks of healthy cities and sustainable regions. Urban Ecology uses architecture and design, participatory land use planning and research to generate and advocate for change. For additional information, please see our web site: [www.urbanecology.org](http://www.urbanecology.org).

Job Description

Urban Ecology seeks an experienced Community Designer/Planner with a commitment to lead neighborhood participatory planning projects in the San Francisco Bay Area. You will work in a team environment to support Urban Ecology's mission of promoting vibrant neighborhoods. The job is varied and challenging. Current projects that the selected candidate will work on include:

1) **Streetscape Master Plan**

The project will at conduct an extensive community involvement process to inform the Better Streets Plan for San Francisco. The community meetings will take place at three levels; city wide meetings, district level and local community –stakeholder meetings. Tasks include designing an outreach strategy, and creating a toolkit of techniques to implement it. The job involves organizing such meetings to solicit feedback from different constituencies, creating graphic material to support the process, making verbal and visual presentations at these meetings that translate complex design concepts into simple visions and transferring the data collected from the community back to the design team in a usable format

2) **East Bay Greenway**

The project is to conceptualize and design a new pedestrian-bike trail along with recreational spaces beneath the elevated BART tracks in the East Bay. Running from Oakland to Hayward, the Greenway will provide the much needed open space in some of the dense low-income neighborhoods it goes through. The process will involve a large component of community involvement both from city agencies and the local users. Tasks include site data gathering, site inventory analysis, conceptual design of the greenway,

preparing design drawings and strategizing and conducting community participation sessions.

- 3) Revitalization of urban parks, schoolyards and other localized streetscape projects, all involving a community design component.

Read the complete job description here: <http://urbanecology.org/careers.htm>.

Salary, Benefits & Applying:

Located in downtown San Francisco, Urban Ecology offers a supportive and enriching work environment, competitive salary, excellent benefits, and the opportunity to improve the Bay Area's quality of life. Urban Ecology is an equal opportunity employer, and people of color are strongly encouraged to apply. Applications will be accepted until 15th November 2006.

**Union of Concerned Scientists – California Organizer**

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

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

Responsibilities:

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

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

Education and Experience:

- Position requires knowledge of grassroots organizing skills and effective issue campaign development on the local and state levels.
- Bachelor's degree or equivalent experience is required.
- Working knowledge of general transportation, energy, and climate policy and the California legislative process is needed, as are skills in public speaking and electronic communication.

- Fluency in Spanish and English is strongly preferred, as is familiarity with the Central Valley and/or southern California.
- Experience with on-line activism is a plus. Proficiency in word processing and database software is required.
- Position requires at least three years of progressively responsible related experience, including organizing and campaign planning/strategy development. Strong writing, verbal, and inter-personal skills necessary.

Position Details:

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

To Apply:

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

**Impact Assessment, Inc: Public Health Program Manager (Asthma)**

Contractor working with California Department of Health Services (DHS) seeks Program Manager for Richmond office, to oversee a complex statewide asthma program that includes epidemiology, partnership building, strategic planning, multidimensional public health interventions, and evaluation. The incumbent shall work under the leadership of the Chief of the Environmental Health Investigations Branch. An in-person interview is required. Travel expenses and moving costs will not be reimbursed. Position is open immediately.

Qualities of a successful candidate:

- Creative and imaginative, collaborative, flexible and able to see the many components of the program in a holistic manner.
- Team leader, excellent planner, and able to negotiate and communicate a clear direction for the program.
- Detail-oriented while retaining the big picture. Good at translating the larger vision into day to day work.

Duties include:

- Managing state government program with approximately eight to ten staff;
- Supervising and mentoring staff who are performing:
  - o Analysis of epidemiologic data
  - o Partnership development
  - o Health education
  - o Evaluation
- Managing multiple budgets and funding requirements including:
  - o Coordinating, writing, and helping develop proposals for additional funding
  - o Managing and negotiating grants and contracts
  - o Tracking budgets including multiple subcontracts
  - o Financial forecasting
- Collaborating with staff to shape program vision and move it forward;
- Sharing responsibility for, and supporting other staff in representing the program at community, local, state and national levels, at conferences and meetings with external partners;
- Communicating clearly and effectively with a broad range of stakeholders (e.g., governmental, non-governmental, academic and private sector) in written and verbal form;
- Enhancing existing collaborations on asthma projects;
- Developing and submitting progress reports to funders;

- Participating in statewide strategic planning for asthma;
- Assisting with state interagency coordination of asthma activities;
- Advancing evaluation activities for the program;
- Performing other duties as requested.

Requirements:

- At least five years experience in:
  - o Technical program coordination/administration
  - o Personnel supervision & management
  - o Fiscal management
- Masters degree in public health (MPH) or related field is highly desirable; 10 years of experience may be substituted for an MPH.
- Excellent organizational, communications, and problem-solving skills;
- Demonstrated ability to work independently, be a team leader/player, and manage multiple projects simultaneously;
- Experience working with federal and state funding sources;
- Proficient in Word, Excel, PowerPoint, Outlook and Access software.
- Previous asthma experience preferred but not necessary.
- Experience working in government agency preferred but not necessary.

Salary range \$70-80K, commensurate with experience, with excellent benefits.

Submission Requirements:

Submit cover letter and résumé via e-mail to [iaijob@aol.com](mailto:iaijob@aol.com). Resumes will be evaluated as they are received. EOE/AA, M/F/D/V. No phone calls please.

**Planning and Conservation League and PCL Foundation: Global Warming Project Manager**

The Global Warming Project Manager will work as the lead on implementing global warming legislation in California. The position is designed to provide vital assistance to “work on the inside” of the State Legislature, and with state administrative agencies; and will do the necessary “outside work” needed to build support with local elected officials, with the press and media, and in the environmental, business, and social equity communities. The Global Warming Project Manager will generate an active and informed network of supporters who will advocate for effective legislation and administrative action at the regional and national levels, as well.

Background:

The Planning and Conservation League Foundation (PCLF), in conjunction with its project partners, the National Wildlife Federation (NWF) and NWF's California Affiliate, the Planning and Conservation League (PCL), is developing and implementing a program to reduce global warming. This program is focused on efforts at the state level, but will also support regional and national efforts. NWF and PCL have therefore designed and will implement a joint NWF/PCL program to be called the “NWF/PCL Global Warming Campaign.” This position will be funded by all three organizations.

By way of background, the National Wildlife Federation is a national environmental organization whose mission is to inspire Americans to protect wildlife for our children's future. It has more than 400,000 members and supporters within California. PCL is a 501(c)(4) nonprofit organization, working in the California State Legislature and at the administrative level in state government to enact and implement policies to protect and restore the California environment. PCL is supported in its non-lobbying work by the PCL Foundation (PCLF), which is a 501(c)(3) nonprofit.

Global Warming Project Manager Position:

The Global Warming Project Manager will be responsible for building an informed and engaged constituency for a strong California state program to address the global warming crisis. This effort will include regular events in California aimed at mobilizing state and local elected officials, business people, social equity advocates and environmental leaders for the passage and implementation of strong global warming legislation in California. The Global Warming Project Manager will also work closely with the staff of the National Wildlife Federation to build regional and national support, utilizing the NWF membership and supporter base in California.

Other Job Duties Include (but are not limited to):

- Developing education and advocacy materials to support a strong program to reduce global warming.
- Working closely with members of the State Legislature, the Schwarzenegger Administration, grassroots partners, and influential people and organizations from throughout California to educate and motivate them to support a strong program to reduce global warming.
- Extensive work with the press and media on global warming issues.
- Helping to pass and implement strong California legislation to mitigate global warming, legislation that will serve as an example for other states and Congress to follow.
- Working to improve the State Wildlife Action Plan to reflect global warming issues.
- Advocating and facilitating a western regional initiative on global warming.
- Moving California congressional members to support significant national legislation on global warming.
- Building, maintaining, and facilitating a reliable group of volunteer activists in California to help with all these goals.
- Other duties as assigned.

Education:

A college degree in Political Science, Geography, Biology, Environmental Science or other related environmental field.

Skills and Experience:

- Organizing events with state and local elected officials, business people, social equity advocates, and environmental leaders.
- Targeting regions/entities where active and informed community support will "leverage" effective action at the state policy level.
- Engaging constituents in support of California and national legislation.
- Working closely with environmental justice and social equity organizations.
- Understanding of the impacts of global warming on wildlife and wildlife habitat.
- Following and garnering support for national global warming legislation
- Assessing the potential of working in targeted communities.

Ability To:

- Communicate effectively with on and offsite team members, elected officials and their staffs.
- Work as part of a team on complex projects and programs.
- Work independently, without daily supervision.
- Handle numerous tasks concurrently and adapt to a constantly changing environment.
- Effectively and diplomatically handle differing view points.
- Receive direction from the Executive Director and program partners.
- Work with proficiency in Word and Excel.
- Organize and maintain a variety of files and documents.

Physical Ability To:

- Bend, stoop, push, pull, grasp, squat, twist, and reach to access materials or equipment and complete other tasks as assigned.

- Lift and carry up to 15 pounds; lift from ground, waist, and chest level.
- Maneuver over and around equipment and supplies; carry materials to the second floor.
- Travel to a variety of local and regional sites within a reasonable time frame.
- Operate office equipment (faxes, phones, computers, copiers, etc.).

Work Place:

- Full-time Monday through Friday, though exact hours are flexible.
- Weekend, evening hours, and overtime may be required.
- Workplace atmosphere is fast-paced and supportive.

Salary and Benefits:

- Starting salary ranges from \$45,000 to \$55,000 based on experience.
- Medical, vision and dental insurance is also included as a part of this position.

Applications:

Candidates should:

- Organize an application package that includes: a cover letter, resume, one (1) writing sample and contact information for three (3) professional references.
- Submit the completed application package to:  
PCL Foundation – Global Warming Program  
Attn: Gary A. Patton  
1107 Ninth Street, Suite 360  
Sacramento, CA 95814  
Email: [gapatton@pcl.org](mailto:gapatton@pcl.org)  
FAX: 916-448-1879

For further information, contact Gary Patton at [gapatton@pcl.org](mailto:gapatton@pcl.org)

**Sierra Club: Membership Outreach Representative (Berkeley, CA)**

Context

Educates Sierra Club members about current conservation campaigns, raise money, and mobilize volunteers through the phone outreach program. Reports to the Development Associate.

Scope

The Membership Outreach Representative is responsible for contacting Sierra Club members during evening phone banks to educate members, raise money, and identify environmental volunteers.

Knowledge & Skills:

- Excellent telephone communication skills.
- Ability to learn fundraising and political organizing skills.

To Apply/Contact Information:

Bill Walsh  
Sierra Club/San Francisco Bay Chapter  
2530 San Pablo Avenue, Suite I  
Berkeley, CA 94702  
Email: [wwalsh@sfbaysc.org](mailto:wwalsh@sfbaysc.org)  
Telephone: (510) 848-0800 x309  
Fax: (510) 848-3383

**Sierra Club: Director of Donor Programs (Office of Advancement, San Francisco)**

Context

Develops engagement opportunities for major donors and prospects by creating and developing programs to enhance major giving. Reports to the Chief Advancement Officer.

Scope

The Director of Donor Programs is responsible for developing and implementing all programs for the National Advisory Council, as well as other constituency groups for the Sierra Club's major donor community. Particular emphasis on development of engagement opportunities for donors having a gift capacity of \$250,000 or greater. Works closely with the Chief Advancement Officer, Executive Director, National Advisory Council Chair and TSCF Executive Director.

Knowledge & Skills

- 3-5 years' experience managing high level donor programs and providing support for interpersonal donor stewardship.
- BA degree in Business, Marketing, Communication or related field or the equivalent combination of experience and education
- Excellent written and verbal communication skills.
- Excellent interpersonal skills
- Excellent strategic planning and organizational skills
- Ability to manage multiple important priorities while maintaining a high level of effective, high touch contact for donor, volunteer and staff constituencies.
- Ability to work effectively across organizations and across departments within the Sierra Club to build effective teams.
- Ability to prioritize and meet deadlines, to use tact and diplomacy in dealing with confidential and sensitive matters, and ability to work with diverse groups of people.
- Excellent organization skills with demonstrated ability to plan, schedule, and coordinate multiple event activities

To Apply:

Sierra Club Human Resources Department  
85 Second St., 2nd Floor  
San Francisco, CA 94105  
Fax 415/977-5796  
[resumes@sierraclub.org](mailto:resumes@sierraclub.org)

E-mail resumes are preferred. Please specify which job you are applying for in the subject line. Please send cover letter and resume as attachments (MS Word/Word Perfect). Cover letters requested. We are unable to retain unsolicited or general applications on file. No Phone Calls Please!

**Sierra Club: Assistant to the Publisher & Mail Order Service Representative (San Francisco)**

Context:

Provides general clerical support for the Books Publisher, Operations Manager, and editorial staff; and processes orders for Sierra Club's on-line store. Reports to the Operations Manager.

Scope:

The Assistant to the Publisher & Mail Order Service Representative performs various clerical duties and follows specific procedures for processing web, mail, and phone orders for Sierra Club-branded books, calendars, and merchandise. The Assistant regularly interfaces with authors and agents; the Library of Congress; Sierra Club General Services staff, Accounting staff, volunteers; and the general public.

Knowledge & Skills:

- General office or related experience.
- Strong oral and written communication skills.
- Demonstrated skill in dealing with the general public in a diplomatic manner.

- Working knowledge of the computer, including word processing and spreadsheet applications
- Keyboard at minimum 40 wpm
- Ability to lift as many as 200 packages (during the busy holiday sales season from October through January), some weighing as much as 50 pounds, from one surface to another on a daily basis

To Apply:

Sierra Club Human Resources Department  
85 Second St., 2nd Floor  
San Francisco, CA 94105  
Fax 415/977-5796  
[resumes@sierraclub.org](mailto:resumes@sierraclub.org)

E-mail resumes are preferred. Please specify which job you are applying for in the subject line. Please send cover letter and resume as attachments (MS Word/Word Perfect). Cover letters requested. We are unable to retain unsolicited or general applications on file. No Phone Calls Please!

**Sierra Club: Member Services Representative (Office of Development, SF)**

Context

The Member Services unit serves on the front line of The Sierra Club by interacting with members, donors and the general public who have questions regarding their benefits or records and/or the activities of the Club. The Representative responds to requests from members, donors, the general public as well as the volunteer leadership and from other staff entities for information and provides services related to all Sierra Club programs, while researching issues which bear on the Membership records and updating member/donor/prospect files. Reports to the Assistant Director, Member Services

Scope

The Representative exchanges information and coordinates activities with the offices of Accounting, Information Systems, Advancement, SC Foundation, Outings, Sierra Magazine and Conservation as well as with other Development staff to resolve member, donor and general public queries/concerns and responds to member record/data entry issues/problems while assuring the appropriate delivery of customer/member services. The representative handles correspondence and telephone inquiries, researches membership problems and updates member records, including the entry of membership and donation activity. The Representative may occasionally coordinate the work of volunteers and other staff assisting with specific projects.

Knowledge & Skills:

- Demonstrated ability to work as part of a collaborative team to identify and solve problems.
- 1 year office experience including record keeping, data entry, and PC/Mac experience with wordprocessing and/or spreadsheet applications or similar administrative/clerical experience.
- Demonstrated ability to work independently, set priorities, and resolve business problems in a customer service setting.
- Demonstrated ability to work quickly with minimal errors while working with detailed information in responding to a diverse membership base.
- Strong written and oral communication skills.

To Apply:

Sierra Club Human Resources Department  
85 Second St., 2nd Floor  
San Francisco, CA 94105

Fax 415/977-5796  
[resumes@sierraclub.org](mailto:resumes@sierraclub.org)

E-mail resumes are preferred. Please specify which job you are applying for in the subject line. Please send cover letter and resume as attachments (MS Word/Word Perfect). Cover letters requested. We are unable to retain unsolicited or general applications on file. No Phone Calls Please!

**Sierra Club: Program Assistant (Office of Development, SF)**

Context

Working under the direction of the Director, Donor Development & Membership Acquisition and/or Associate Director Donor Development and Membership Acquisition the Program Assistant is responsible for performing a wide variety of operational, donor stewardship and administrative functions for various programs within the Donor Development & Membership Acquisition area. Reports to the Associate Director, Donor Development & Membership Acquisition

Scope

Under the Direction of the Director and/or Associate Director, the Program Assistant coordinates a variety of stewardship, operational and process functions for various Donor Development & Membership Acquisition programs. Researches requests from high-level donors/members for further information on Club projects, programs and procedures. Uses independent judgment to determine correct coding to donor files and performs a wide variety of record coding/tracking in both Centrobe and GAIA. Assist Director and/or Associate Director with proofreading direct mail, promotional materials and scripts for various Donor Development & Membership Acquisition programs. Performs miscellaneous desktop publishing assignments as directed.

Knowledge & Skills

- 2 years experience in general office administration, or administrative support to a program or an operation.
- Experience in donor stewardship or customer service-- Ability to prioritize, multi-task and work on a wide variety of programs with competing deadlines.
- Proficient with word processing, spreadsheet and desktop publishing programs.
- Ability to use tact and diplomacy in working with a diverse group of high-level donors and members.
- Strong written, oral communications and proofreading skills

To Apply:

Sierra Club Human Resources Department  
85 Second St., 2nd Floor  
San Francisco, CA 94105  
Fax 415/977-5796  
[resumes@sierraclub.org](mailto:resumes@sierraclub.org)

E-mail resumes are preferred. Please specify which job you are applying for in the subject line. Please send cover letter and resume as attachments (MS Word/Word Perfect). Cover letters requested. We are unable to retain unsolicited or general applications on file. No Phone Calls Please!

**Sierra Club: Accounting Supervisor (Accounting/Finance, SF)**

Context

Coordinates the following accounting operations and systems: journal entries and monthly financial closings, financial statement preparation and sub-ledger reconciliation. Reviews

monthly reconciliations of trial balance accounts and makes recommendations for corrective action. Reports to the Controller; Supervises 3 Accountants.

Scope

The Accounting Supervisor oversees the monthly close process of the Club and coordinates the work with staff Accountants and staff from other departments. Reviews and approves journal entries. Prepares the monthly internal financial statements. Provides information, reports and assistance in a variety of accounting matters and participates in special assignments and ad-hoc reports. Adheres to generally accepted accounting principles and to Club policies and procedures. Monitors the work of assigned staff and provides guidance as needed.

Knowledge & Skills:

- B. A. degree in Accounting or equivalent experience.
- 3 years of accounting and/or financial experience. Prior supervisory experience.
- Knowledge and prior experience in the application of computerized accounting systems, preferably PeopleSoft.
- Competence in spreadsheet applications.
- Knowledge of systems of internal controls.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and IRS Codes and other governmental regulations related to accounting.
- Good oral and written communication skills.
- Ability to interact effectively with staff, management, volunteers and outside vendors.

To Apply:

Sierra Club Human Resources Department  
85 Second St., 2nd Floor  
San Francisco, CA 94105  
Fax 415/977-5796  
[resumes@sierraclub.org](mailto:resumes@sierraclub.org)

E-mail resumes are preferred. Please specify which job you are applying for in the subject line. Please send cover letter and resume as attachments (MS Word/Word Perfect). Cover letters requested. We are unable to retain unsolicited or general applications on file. No Phone Calls Please!

**Green Sangha: Executive Director**

The Executive Director fulfills the mission of Green Sangha acting in accordance with the principles of spiritually- based environmental activism.

Job Responsibilities Include:

- Program development and Governance of Executive Committee
- Fundraising and Development
- Publicity and Advocacy

Fundraising experience and strong business management skills required.

Other Information

- Education: No minimum requirement
- Location: Oakland, California
- Salary: \$30.00-35.00/hr
- Last day to apply: November 15, 2006
- Type: Part time

To Apply:

Kindly Reply by November 1st. Please Send Resume to:

Green Sangha  
P.O. Box 20261  
Oakland, CA 94620  
[info@greensangha.org](mailto:info@greensangha.org)  
(510) 532-6574  
<http://www.greensangha.org>

### **Solar Living Institute: Workshop and Intern Coordinator**

#### Summary:

Performs workshop coordination for the Solar Living Institute (Hopland, CA) critical to fulfilling our mission of promoting sustainability by providing inspirational environmental education.

#### Essential Duties and Responsibilities

- Assist the Workshop Director in developing and maintaining the workshop calendar
- Provide timely responses to inquiries from both students and instructors
- Enter registrations and course information into the workshop database
- Coordinate workshop logistics, including space rental, equipment and supplies, and refreshments
- Provide course recommendations and take registrations over the phone
- Prepare and mail registration confirmation packets
- Coordinate the design and distribution of our workshop catalog
- Create flyers and other promotional materials
- Coordinate workshop interns
- Track workshop sales and generate weekly financial reports
- Maintaining workshop records
- Post information about upcoming workshops online
- Update the workshop website
- Assist the Workshop Director in identifying and recruiting instructors

#### Necessary Experience:

- Several years of experience working in an office environment
- Database experience

#### Desired Experience:

- Graphic design
- Volunteer management
- Program coordination or project management
- Marketing or public relations

Salary: \$28,500 - \$31,000 to start, DOQ

See complete job description for additional qualifications:

<http://www.solarliving.org/jobs/workshopcoordinator2006.pdf>.

#### How to Apply:

Submit cover letter and resume to:

Workshop Director

Solar Living Institute

P. O. Box 836

Hopland, CA 95449

[lindsay.dailey@solarliving.org](mailto:lindsay.dailey@solarliving.org)

Deadline: OPEN UNTIL FILLED.

## **Farallones Marine Sanctuary Association: Development Associate**

### Description:

The Farallones Marine Sanctuary Association is a nonprofit, cooperating association located in the Presidio in San Francisco whose mission is to protect the wildlife and habitat of Northern California's marine sanctuaries through the development of a community of informed and active ocean sanctuary stewards.

The Development Associate reports to the Executive Director and is responsible for the following:

#### Membership Support

- Maintain membership database using eTapestry
- Manage membership mailings
- Generate membership acknowledgement letters

#### Fundraising Support

- Research prospective foundation and corporate funders
- Maintain prospect lists and files
- Maintain spreadsheet of current funders
- Maintain fundraising calendar

#### Special Event Support:

- Work with Association staff to coordinate annual fundraising events and outreach programs
- Assist with event logistics
- Review facilities, interview caterers or vendors, assist with purchasing supplies
- Coordinate registration
- Assist in developing event budget
- Coordinate and track event expenditures

#### Administrative Support

- Assist in preparing and distributing Board materials
- Attend bi-monthly Board meeting
- Record, draft and disseminate board minutes
- Assist in recruiting staff: post job announcements, screen resumes and set up interview schedules
- File and keep executive office organized
- Additional duties as requested

Farallones Marine Sanctuary Association is an equal opportunity employer. We welcome and actively seek diversity in all its forms in our workforce.

### Qualifications and Experience

- Bachelors degree preferred
- Development experience preferred
- Experience with ETapestry or other donor database
- Familiarity with fundraising strategies a plus
- Excellent skills in Microsoft Word, Excel and PowerPoint, e-mail and internet
- Excellent verbal and written communication skills
- Excellent organization skills
- Willingness to work flexible hours as required by deadlines and special events
- Motivated, self-starter who is very detail-oriented
- Friendly, flexible, with a sense of humor
- Belief in our mission and values

Salary: \$ 30,000 - \$ 35,000 DOE

How to Apply:

Send cover letter and resume to:  
Adrian Skaj  
Farallones Marine Sanctuary Association  
P.O. Box 29386  
San Francisco, CA 94129  
Last Day to Apply: November 15, 2006

**TransFair USA: Development Manager**

Overview of Position:

TransFair USA seeks a versatile fundraiser looking to develop his or her skills by applying them to generating resources for an innovative international nonprofit organization. The Development Manager will play a key role in TransFair USA's fundraising program, including individual gifts, online giving, donor communications, grassroots giving, and corporate fundraising and in-kind donations.

The mission of the Development Department at TransFair USA is to secure resources to fuel the organization's growth, to promote the impact of TransFair USA and Fair Trade, and to build the organization's networks of contributors, collaborators, and allies. The Development Manager will work closely with TransFair USA's entire Development team—a Development Director, Development Manager, and Development Assistant—to sustain and build an annual development program and will serve both as a team leader and team member for various development projects. This position will provide a great deal of exposure to the fields of social entrepreneurship and international development, and will offer opportunities for growth and professional development.

Specific duties include:

- Participates in the department's long term strategic and short-term operational planning efforts.
- Generates support from communities and helps create annual gift opportunities; formulates and coordinates donor direct marketing program including email fundraising, direct mail and matching gifts; cultivates relationships with prospects and solicits gifts.
- Responsible for TransFair USA's online fundraising efforts, both through TransFair USA's own website and other online donation portals.
- Plans, coordinates, and implements annual appeals, cultivation and fundraising events, and other activities designed to increase success in private fundraising for TransFair USA.
- Prepares brochures, funder and donor updates, other promotional materials and donor solicitation letters and proposals.
- Works with staff to manage donor database and donor clubs; generates prospect lists for donor leads.
- Develops and manages a program of giving with grassroots organizations and companies including community affairs offices and employee groups in collaboration with TransFair's Development, Business Development, Marketing, and Outreach staff.
- Coordinates with the Director of Development on donors that grow to the major gifts level.
- Production of regular development reports including financial & activities summaries.
- Maintains a working knowledge of the organization's mission and its programs.

Read the full job description here: <http://www.transfairusa.org/content/about/jobs.php>

How to Apply:

Please submit a resume, cover letter, and short writing sample, preferably of a fundraising-related document or grant application to:  
TransFair USA  
1611 Telegraph Ave, Suite 900  
Oakland, CA 94612

Fax: 510 663-5264.

Email: [personnel@transfairusa.org](mailto:personnel@transfairusa.org).

More information is available at: <http://www.transfairusa.org>

No phone calls please.

### **Save The Bay: Web and Communications Specialist**

Save The Bay is seeking a Web and Communications Specialist to help expand online efforts to increase outreach, activism and fundraising with current members and new audiences. The ideal candidate has a proven record of success in online organizing and community-building, outstanding Web development and production experience and a demonstrated understanding of Web marketing for a cause-related organization.

#### Summary:

The Web and Communications Specialist plays the lead role in expanding Save The Bay's online communication strategies, Web site and new media to achieve the organization's ambitious program goals and growth objectives. The Specialist is responsible for designing, developing and maintaining Save The Bay's Web site and provides other communications support, reports to the Communications Manager and works closely with many Save The Bay staff. The position entails site architecture, page layout, design of Web graphics and copy-editing. Knowledge of HTML, CSS, sophisticated CMS software and current Web technologies and applications is vital.

#### Responsibilities:

- Research, develop and implement online marketing activities to grow Save The Bay's online presence:
  - o Develop strategies to drive traffic to Web site and convert visitors into members, volunteers and advocates
  - o Grow the "Bay Saver" e-newsletter list and increase open and click through rates, leading to online conversion (donations, volunteers, etc.)
  - o Research and lead Web-based marketing activities including blogs, tagging, social networking, online advertising, viral marketing, search engine marketing, etc.
  - o Develop online promotional collateral for Save The Bay and our programs. Select appropriate online communication vehicles for each program and brand
  - o Create and place online advertisements to promote Save The Bay and our various programs to target audiences
- Manage the continuing growth of Save The Bay's Web site to attract and retain traffic:
  - o Keep site current and fresh by managing site architecture, content development and deployment, design and graphic enhancements, navigation improvements, additional tools and new features
  - o Design email templates for use with Kintera email advocacy campaigns
  - o Design powerful and effective campaign graphics for use on- and off-line
  - o Implement Kintera modules, like calendaring systems, photo galleries, news archives and RSS feeds, to enrich user experience
  - o Prepare and analyze monthly Web site statistics to establish and meet objectives
  - o Manage online contact database, photo projects and photo database
- Communications activities and support:
  - o Maintain electronic media archives and office publications library
  - o Assist with graphics, writing and other projects as needed
  - o Assist in developing overall communications strategy

Read the complete job description here:

<http://www.savesfbay.org/site/pp.asp?c=dgKLLSOWEnH&b=479795>

#### How to Apply:

This position is open until filled. Email resume and cover letter to [jcastelli@saveSFbay.org](mailto:jcastelli@saveSFbay.org) or send to:

Web and Communications Specialist Search  
Save The Bay  
350 Frank Ogawa Plaza, Suite 900  
Oakland, CA 94612

### **Save The Bay: Political Director**

Since 1961, Save The Bay's has fought successfully for a Bay that the whole community can enjoy and embrace. Save The Bay seeks a Political Director to lead our targeted advocacy campaigns that protect San Francisco Bay from pollution and sprawl and restore Bay wetlands. The successful candidate has a winning record, superb judgment and passion for Save The Bay's mission.

#### Summary:

The Political Director designs and implements targeted campaigns to significantly improve the health of San Francisco Bay. The Director leads advocacy efforts that advance Save The Bay's goals to secure and fund wetland restoration, improve Bay water quality, prevent Bay fill and increase public access to the shoreline. This position reports to the Deputy Director, Policy.

#### Primary Responsibilities:

- Develop and manage strategic campaigns to secure and fund wetland restoration, improve water quality, prevent Bay fill and increase public access to the shoreline
- Manage Save The Bay's Keep It Clean! campaign ([ikeepitclean.org](http://ikeepitclean.org)) to reduce pollution in the Bay and make progress toward our water quality objectives
- Successfully advocate for Save The Bay's policy goals with key decision makers, land owning agencies, stakeholders, regulatory bodies, and the media
- Influence and monitor priority Bay-related local, state and federal legislation
- Serve as Save The Bay's spokesperson to promote our advocacy campaigns with the media and other appropriate audiences
- Collaborate with Deputy Director, Policy to identify priority restoration, policy and legislative opportunities, develop work plan goals and budget
- Work closely with other Save The Bay program directors to integrate policy objectives across all departments
- Assist in pursuing project funding for Save The Bay policy campaigns
- Supervise and mentor policy staff
- Other responsibilities as assigned

#### Qualifications:

- 4-5 years experience running successful issue advocacy campaigns
- At least 3 years supervisory experience
- Proven track record of building strong alliances with elected officials, community leaders, environmental activists, landowners and agency officials
- Superb political judgment and decision making
- Excellent speaking and writing skills; attention to detail; computer proficiency with Windows and Internet research applications
- Passion for Save The Bay's policy goals
- Demonstrated leadership, initiative, creativity and collaborative work style
- Familiarity with Bay ecology, wetland restoration, agency and legislative processes, media decision-making and community-based programs

#### To Apply:

This is a new position and is open until filled. Salary commensurate with experience. Excellent health and retirement benefits. Women and people of color are encouraged to apply. EOE. Send resume and cover letter to:

Political Director Search  
Save The Bay  
350 Frank Ogawa Plaza, Suite 900  
Oakland, CA 94612

Or email to: [jobs@savesfbay.org](mailto:jobs@savesfbay.org) (SUBJECT: Political Director Search)

**Natural Resources Defense Council: Program Assistant (SF Office)**

The Natural Resources Defense Council (NRDC) is a non-profit national environmental advocacy organization with more than 1.2 million members and online activists, including over 120,000 Californians. We have offices in New York, Washington, D.C., San Francisco, Los Angeles and Beijing. Our staff of 290 includes attorneys, scientists, policy analysts and educators working to protect the environment and public health through advocacy and education.

Position Summary:

NRDC seeks a Program Assistant to join its Western Water Project in the San Francisco office.

Essential Functions:

- Providing administrative support to legal, policy, and scientific staff;
- Proofreading, editing, researching, and preparing legal, scientific, and technical documents, reports, publications, fundraising proposals, etc.;
- Formatting, filing and serving legal documents in state and federal courts;
- Drafting correspondence, meeting summaries, and action alerts;
- Providing member outreach, responding to inquiries from general public and press;
- Preparing expense reports, ordering publications, maps, etc.;
- Maintaining paper and electronic filing systems and databases;
- Making travel arrangements, including transportation, hotel accommodations, vehicle rentals and conference registration;
- Handling incoming and outgoing mail and faxes;
- Scheduling and organization of meetings for project staff
- Organizing and participating in project conference calls; and
- Assisting the receptionist and other program assistants as needed.
- Performing other projects as assigned.

Skills and Knowledge Requirements:

- One year full-time experience in an administrative position;
- Excellent written and oral communication skills leading to ability to work well with people of varying backgrounds;
- Strong organizational skills to prioritize and carry out multiple tasks, follow institutional procedures, and perform undirected work with meticulous attention to detail;
- Superior proofreading skills;
- Minimum of 50 wpm accurate word processing speed;
- Ability to work accurately and with composure under deadline pressure;
- Facility with spreadsheets, databases, the Internet, and electronic communication;
- Willingness to be available for occasional overtime work; and
- Interest in environmental issues.

We offer competitive salaries, excellent benefits, and a pleasant working environment and are committed to workplace diversity. Salary is based on a nonprofit scale and commensurate with experience, beginning in the low-mid 30's. The position is available immediately.

How to Apply:

Please send letter and resume to: Western Water PA, NRDC, 111 Sutter St. 20th Floor San Francisco, CA 94104 or email [hr\\_sf@nrdc.org](mailto:hr_sf@nrdc.org) no later than November 17, 2006. In your correspondence, please indicate where you saw this job announcement. No phone calls or faxes, please. NRDC is an Equal Opportunity Employer.

For further information about NRDC, please visit [nrdc.org](http://nrdc.org).

**Friends of Camp Mather: Naturalist/Environmental Educator**

Friends of Camp Mather (FoCM) is hiring a Naturalist / Environmental Educator for San Francisco's Camp Mather, near Hetch-Hetchy (Yosemite). This is a seasonal contract position. Naturalist will work for 10 weeks over the course of the summer 2007 and possibly 2 weeks in fall 2007. Position officially begins the week of June 9 and ends August 18, with orientation beginning June 2. Naturalist will develop and lead 1-2 sessions a day for 5 days a week for different age groups. The naturalist is encouraged to develop their own educational program. The applicant should have strong natural history skills, particularly of the flora and fauna of the Sierra Nevada. Applicant will have experience in environmental education with all age groups and experience working with diverse cultural and socio-economic groups. In addition, naturalist will provide extra duties to San Francisco Recreation and Parks Department in exchange for room and board. These duties may include, but not be limited to, help in renovating Camp Mather's natural history museum.

Additional Qualifications:

The applicant should have strong natural history skills, particularly of the flora and fauna of the Sierra Nevada.

Salary: \$150 - \$200 / week + room & board

How to Apply:

Send resume and cover letter to Lisa DiGirolamo at [lisa\\_digirolamo@comcast.net](mailto:lisa_digirolamo@comcast.net)

**Environmental Defense: California Events Manager**

Environmental Defense's distinctive approach to environmental protection emphasizes a focus on scientific and economic disciplines and on the use of market mechanisms where applicable to reach well-crafted, durable solutions. The organization builds teams of scientists, lawyers, and economists to investigate the scientific causes of environmental problems as well as the market forces and government policies that encourage and subsidize patterns of environmental damage. In the full range of environmental arenas (air, water, climate, soil, toxins, and wildlife), Environmental Defense seeks practical solutions, founded on science, that policy makers and industry can be urged to incorporate into practice, law, or regulation.

Overall Function:

The California Events Manager will create and implement a proactive strategy for planning and managing California donor events for the Development department. The California Events Manager is responsible for working with Development staff and volunteers to maximize cultivation and fundraising opportunities from these events. S/he will assume primary responsibility for events, ensuring both that events are designed to cultivate and steward specific donors and prospects and that strategic follow-up efforts are implemented. This position reports to the Director of Development, Western Region.

Key Responsibilities:

- Support California fundraising efforts by initiating, planning and implementing local dinners, luncheons, breakfasts, seminars, field trips and other donor events.
- Work with volunteers to create and execute events that are volunteer hosted, led and driven.
- Work collaboratively with development, administrative and program staff and volunteers to identify opportunities for events that will advance the organization's development agenda.
- Manage the prospect targeting and invitation process for events.
- Take accountability for follow up with event attendees, ensuring that all are incorporated into the appropriate donor treatment stream.
- Work with staff across the organization on the smooth implementation of events.

- Manage and oversee relationships with vendors.
- Other duties as needed.

Qualifications include but are not limited to:

- 3-5 years experience of event planning in the field of fundraising is required. The successful candidate will be a creative thinker with proven ability to produce and manage multiple events at one time. Applicant must be a self starter, well organized and able to manage events from conception to completion. Candidates must have excellent communication skills and the ability to successfully interact with donors, Trustees, and staff at all levels of the organization.
- Must be proficient in Microsoft Word, Excel, Pledgemaker. The position requires extended work hours, weekends and occasional travel as needed. College degree or equivalent experience preferred.

To Apply:

Please send cover letter, resume and salary requirements to:

Ruth Tabakin  
Assistant Director, Human Resources Services  
257 Park Avenue South, 17th Floor  
New York NY 10010  
EMail:jobs@environmentaldefense.org

**Environmental Defense: Pacific Fisheries Analyst**

About Environmental Defense

Environmental Defense's distinctive approach to environmental protection emphasizes a focus on scientific and economic disciplines and on the use of market mechanisms where applicable to reach well-crafted, durable solutions. The organization builds teams of scientists, lawyers, and economists to investigate the scientific causes of environmental problems as well as the market forces and government policies that encourage and subsidize patterns of environmental damage. In the full range of environmental arenas (air, water, climate, soil, toxins, and wildlife), Environmental Defense seeks practical solutions, founded on science, that policy makers and industry can be urged to incorporate into practice, law, or regulation.

Overall Function

The Analyst will work in Environmental Defense's Oceans Program to research selected policy issues concerning Pacific Coast fisheries.

Responsibilities include but are not limited to:

- Conduct an in-depth survey of fisheries in California to assess the ecological, economic, and social aspects of the fisheries for Environmental Defense's use in planning and outreach efforts.
- Maintain primary responsibility for updating California fisheries information in a database.
- Develop and maintain key contacts in fisheries and coastal communities.
- Provide informational support to Oceans Program staff on the specifics of California and Pacific Coast fisheries for use in policy development and management advocacy; and serve as an effective communicator with politicians, media and other influentials.
- Work collaboratively with other organizations engaged in related endeavors.
- In longer term, extend scoping of fisheries with high potential for management reform to include those in California Current ecosystem.

Responsibilities will also include assisting Environmental Defense's Oceans Program to research interdisciplinary aspects of potential dedicated access privilege programs for fisheries in California state waters

Qualifications:

The successful candidate will have the ability to research, analyze and synthesize qualitative and quantitative information from disparate sources. In addition, we seek a candidate who is capable of identifying and cultivating partnerships and leaders in fisheries and coastal communities; and is able to summarize their results for presentation to both technical specialists and to general audiences.

Master's degree in a field of biological science or in environmental policy with 5-10 years experience in fisheries related issues. Knowledge of or experience working in Pacific fisheries management a strong advantage.

Excellent research and analytic skills and an interest in performing rigorous analysis.

- Excellent written and oral communication skills.
- Strong computer proficiency, including experience with Excel, Word, and Internet research.
- Ability to work with colleagues and partners of varied backgrounds and experience.
- Ability to work independently on multiple projects in a loosely structured atmosphere.

Salary: Commensurate with experience.

To Apply:

Please submit a cover letter, resume, list of references and a short writing sample to:

Cheryl Pickard, PHR  
Human Resources Generalist  
Environmental Defense  
1875 Connecticut Avenue, NW  
Washington, DC 20009  
Fax: (202) 234-6049

**Environmental Defense: Corporate Partnerships Project Manager**

Environmental Defense, a leading national nonprofit organization, represents more than 400,000 members. Since 1967, Environmental Defense has linked science, economics, law and innovative private-sector partnerships to create breakthrough solutions to the most serious environmental problems. The mission of our Corporate Partnerships program is to change the way business thinks about the environment. We protect human health and the environment by working with leading U.S. companies to reduce the lifecycle environmental impacts of the products and services they sell, and to fully incorporate environmental considerations into their business decision-making methods and culture. Our partnerships seek to achieve environmentally aggressive goals while generating business benefits, such as increased revenues or reduced costs. See [http://www.environmentaldefense.org/corporate\\_innovation.cfm](http://www.environmentaldefense.org/corporate_innovation.cfm) for more information.

Responsibilities:

Project Managers lead the development and execution of our corporate partnership projects. Primary responsibilities will be project development, partner recruitment and project management. The incumbent will develop recommendations for corporate partnership design, action steps and goals based on rigorous economic, financial, technical and environmental analysis, using advanced knowledge of corporate strategy, operations, and environmental management. Project outcomes must be practically and technically sound from a business and operational perspective, and yet aggressively address environmental concerns. Moreover, outcomes must be adaptable to other businesses operating in the same or related industries. More specifically, the incumbent will:

- Identify and develop relationships with companies in target industries with the aim of gathering information, establishing project parameters and rationale, and recruiting partners.
- Manage corporate partnerships by developing workplans and timetables, negotiating project agreements and scopes of work, identifying and procuring necessary resources, and managing project work and deliverables.

- Communicate project results to Environmental Defense staff, corporate partners, businesses, the media and other stakeholders through reports, press conferences, presentations, and other methods.
- Coordinate or perform environmental, business, and market research to generate and evaluate innovative strategies for minimizing the environmental impacts associated with partner company operations, and the potential business impacts of those strategies.
- Develop and apply appropriate means for measuring the success of corporate partnerships.

Initially, the incumbent will manage our ongoing partnership activities related to developing corporate demand for more sustainable seafood. Our focus to date has been on creating corporate purchasing standards for farmed seafood, particularly salmon and shrimp, that help reduce the environmental and health impacts of these products. Future partnership projects may address a wide range of environmental issues. In addition to these responsibilities, the incumbent will assist in developing and executing fundraising strategies; researching, evaluating and recommending new projects; disseminating and communicating project results; and being an overall team player in a vibrant and entrepreneurial program.

Read the complete job description here: <http://www.environmentaldefense.org/careers.cfm>

Location: Boston, MA or Oakland, CA

To Apply:

Please submit cover letter, resume, and salary requirements to:

Cheryl Pickard  
Human Resource Generalist  
Environmental Defense  
1875 Connecticut Avenue, NW  
Washington, DC 20009  
Fax: (202) 234-6049  
Email: [jobs@environmentaldefense.org](mailto:jobs@environmentaldefense.org)

**Environmental Defense: Deputy California Regional Director**

Environmental Defense is dedicated to protecting environmental rights, and focuses on the right of all people to clean air, clean water, healthy food and flourishing ecosystems. The organization's approach is embodied in the philosophy "finding ways that work". Environmental Defense is practical and nonpartisan, embraces market based solutions, and views social justice, balanced economic development and the needs of different communities and interests all as part of the equation.

The organization applies a distinctive approach to environmental protection that emphasizes science, considers economic tradeoffs, and uses market mechanisms where appropriate to reach well-crafted, durable solutions. A central component of Environmental Defense's mission in California is to work collaboratively with a wide range of partners, including private landowners, business and industry, government and other non-governmental organizations to preserve and restore critical aquatic and terrestrial ecosystems in California.

Based in Oakland California, the Deputy Regional Director will have both regional and programmatic responsibilities:

- As Deputy to the Regional Director, this person will play a regional management role, with a view to expanding the visibility, influence and effectiveness of Environmental Defense in California, and to ensure that all Environmental Defense activities are pursued in a coordinated fashion that is consistent with the overall strategy in California of the organization.
- As a key leader in the organization's Land, Water and Wildlife program, this person will help lead Environmental Defense's efforts in California to protect and restore key freshwater-dependent aquatic ecosystems and to expand the use of market and regulatory incentives for

protection of important aquatic and terrestrial habitats, including those for endangered and threatened species on private lands.

While primarily engaged in water resources and habitat protection matters, the Deputy Regional Manager is also expected to be conversant on a broad range of environmental issues in California, including global warming, air quality, oceans and environmental justice. In close collaboration with the team in California, the Regional Director of the Rocky Mountain office, national program managers and the organization's Executive Team, this person will participate in organizational planning, fundraising and communications efforts that are designed to advance Environmental Defense's goals in California and throughout the western U.S.

*Responsibilities and Priorities:*

The Deputy Regional Director will be expected to:

- Work closely with the Regional Director and program directors to effectively guide a dedicated California team of professionals in support of Environmental Defense's mission; assist in retaining staff and recruiting new members of the team as required;
- Work with the Regional Director to provide appropriate day-to-day coordination with and assistance to Environmental Defense California business operations, including marketing, communications, development, finance and administration;
- Work with the Regional Director to increase the visibility, influence and effectiveness of Environmental Defense in California;
- Collaborate with the Regional Director of Development to increase financial and other support from influential constituencies and to help secure funding for new initiatives and associated programs in conjunction with the program directors;
- Work with the Regional Director, senior national management, program directors and others to achieve Environmental Defense program goals in California and the western U.S., including identifying and helping program directors in solving problems within and across programs;
- Work with the California water policy team to develop and implement program and policy responses, particularly those using regulatory and market incentives, to secure protection and restoration of key freshwater-dependent aquatic systems.
- Work with the California land and wildlife team to develop and implement program and policy responses, particularly those using regulatory and market incentives, to protect and restore important native habitat, particularly for endangered and threatened species.

Read the complete job description here: <http://www.environmentaldefense.org/careers.cfm>

*To Apply:*

For more information please contact

Mark Oppenheim  
(415)283-3256 or [moppenheim@PhillipsOppenheim.com](mailto:moppenheim@PhillipsOppenheim.com)  
Michael McKeon  
(415)283-3248 or [mmckeon@PhillipsOppenheim.com](mailto:mmckeon@PhillipsOppenheim.com)  
Phillips Oppenheim  
580 California Street, 5th Floor  
San Francisco, CA 94104

**The Nature Conservancy: Administrative Assistant**

*Essential Functions:*

This position provides a full range of administrative support to the Pacific North America Region. S/He provides efficient and timely action on administrative matters, the preparation of correspondence and materials, communicates on behalf of the Supervisor(s) with internal and external sources, including staff, partners, government officials and donors.

Performs a variety of administrative tasks, which includes domestic and international travel arrangements, scheduling & calendar management, expense reporting, timesheet preparation,

meeting logistics, reporting and tracking information for multiple managers.

Responsible for departmental calendar and filing, as well as back-up administrative assistance to the Executive Assistant and the department.

Knowledge/Skills:

- 1) Associate degree, technical education or 2-3 years of related experience; or equivalent combination.
- 2) Excellent communications in English and language of the countries of the Operating Unit, both orally in and writing. Ability to perform high quality translations in either language.
- 3) Demonstrated experience in MS Office, Word and Excel.
- 4) Strong organizational skills and attention to detail.
- 5) Demonstrated flexibility to changing situations and priorities.
- 6) Experience with multiple cultures and working environments.
- 7) May require fluency in foreign language(s) to support global operations. Specific language(s) may be preferred depending on operating unit.

Complexity/Problem Solving:

- 1) Ability to prioritize tasks in the absence of specific instructions
- 2) Complete varied and multiple assignments in a timely manner or under deadline
- 3) Tracks progress on tasks and does follow-up as needed.
- 4) Prioritize tasks in the absence of specific instructions.

Discretion/Latitude/Decision-Making:

- 1) Duties are performed under general supervision and established guidelines
- 2) Refer difficult questions and unusual problems to supervisor
- 3) Make day-to-day decisions as delegated by Supervisor.

Responsibility/Oversight –Financial and Supervisory:

- 1) Supervises no staff
- 2) Limited responsibility, which may include processing check requests, travel expense reports and petty cash.
- 3) May purchase equipment and supplies as provided for in budget and in consultation with Supervisor.

Communications/Interpersonal Contacts:

- 1) Communicates professionally with a wide variety of people of different cultures.
- 2) Communicates with internal and external contacts to seek or convey information and coordinate arrangements.
- 3) Familiarity with standard business communications; ability to draft and edit correspondence and other written materials.

Working Conditions/Physical Effort:

Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

To Apply:

Send cover letter and resume, by December 1, 2006, to: [resumes@tnc.org](mailto:resumes@tnc.org)

**The Nature Conservancy: Human Resources Manager**

Essential Functions:

The HR Manager I manages the administration, progress and maintenance of human resource functions for one or more of the following: Employee Relations, Compensation and Performance Management, Benefits, payroll, Staff Development/Training, Organizational Development and

Recruiting. S/he develops strategic business partnerships with TNC management at the Regional, Functional Department and/or Operating Unit level and implements HR strategies to help ensure effective recruitment, development and retention of staff in support of organizational objectives. He/she will partner with other HR Managers and collaboratively share responsibility for designing, developing and implementing HR best practices aligned with TNC strategies and goals. Responsible for resolving moderately complex questions/problems based on expert knowledge of organization's policies and procedures and HR practices. The HR Manager I implements HR strategies and initiatives of the Human Resources Function, ensuring the appropriate level of consistency to support a global, decentralized and geographically dispersed enterprise.

Knowledge/Skills:

1. Bachelor's degree and 5-7 years related experience in multi-site, decentralized organization. May require advanced degree and International experience. SPHR preferred.
2. Advanced understanding of fundamental HR concepts, processes and services, with demonstrated expertise in employee relations and development, compensation management, workforce planning, and coaching.
3. Advanced knowledge of word processing, database management and spreadsheet software, with ability to construct and produce reports, data input, manipulation and analysis.
4. Outstanding interpersonal, communication, negotiation and supervisory skills.
5. Strong organizational skills and attention to detail.
6. May require fluency in foreign language(s) to support global operations. Specific language(s) may be preferred depending on operating unit.

Complexity/Problem Solving:

1. Ability to design, implement, and direct multiple projects, setting deadlines and ensuring program accountability.
2. Ability to work in high-visibility, fast-paced and stressful environment.
3. Ability to think strategically, creating competitive and breakthrough strategies and plans locally and organization wide.
4. Ability to communicate a compelling and inspired vision or sense of core purpose.
5. Cultivates the creative ideas of others, projecting potential outcomes. Experiments to find creative solutions.

Discretion/Latitude/Decision-Making:

1. Ability to make good decisions based on analysis, wisdom, experience, and judgment.
2. Significant opportunity to act independently within broad program goals.

Responsibility/Oversight –Financial & Supervisory:

1. May have management responsibility for administrative, professional and volunteer staff and department, including training and development. Establishes clear directions, sets stretch objectives.
2. May serve as a team leader for assigned projects and coordinate the work of others.
3. Responsibility to work within scope of program's strategic goals.

Communications/Interpersonal Contacts:

1. Ability to deal effectively, diplomatically, honestly, and sensitively with all levels of management and staff.
2. Ability to work with and communicate with a wide range of people including; vendors, applicants and the public.
3. Ability to analyze available information for the purpose of coordinating efforts, planning & implementing projects.
4. Ability to consistently demonstrate professional, positive, and approachable attitude /demeanor, and discretion and sensitivity in handling confidential information.

5. Ability to work effectively with and through others in a geographically dispersed, multicultural organization.

Working Conditions/Physical Effort:

1. Work requires only minor physical exertion and/or physical strain. Work Environment involves only infrequent exposure to job hazard's where there is some possibility of injury.
2. Some positions require willingness and ability to travel up to 60% both domestically and internationally. All positions require some travel.

To Apply:

Interested candidates please send cover letter and resume to [vacancies@tnc.org](mailto:vacancies@tnc.org). Be sure to include JOB CODE HRM SF in correspondence subject header. No phone calls please. Position is based in San Francisco. No relocation benefits apply.

**Greenpeace: Senior Forest Campaigner (Washington DC or San Francisco)**

Summary Description:

The Senior Forest Campaigner will work with the Forest team leader to identify policy and campaign objectives that contribute to the protection of ancient forests, and develop and implement strategies to achieve those objectives. This position requires a thorough understanding of forest issues, policy and relevant actors, familiarity with a broad array of campaign tools and techniques, and the ability to combine those techniques strategically to achieve organizational goals. The campaigner will report to the Forest team leader on a daily basis. The position is based in San Francisco or Washington, DC.

Responsibilities:

- 1) In conjunction with the team leader, develop a workplan in line with both short term and long term goals for the forests campaign.
  - a. Participate in campaign discussion and planning regarding strategic issues and event planning. This will include both written and verbal discussion as well as attendance at specific meetings.
  - b. Implement strategies and tactics developed to achieve goals.
  - c. Keep team leader informed of activities in campaign and recommend changes in tactics, or strategies if necessary.
  - d. Assist in information flow within campaign and between campaign and other departments as requested by the team leader.
  - e. Organize and oversee the work of campaign volunteers/interns.
- 2) Assist team leader in the design and implementation of strategies to educate and mobilize various constituencies about campaign issues and goals.
  - a. Maintain a working knowledge on the campaign assigned to and be able to present the information to a variety of audiences in language they can understand.
  - b. Maintain a working knowledge of political, legislative, regulatory and economic framework relevant to the campaign at both the national and international levels.
  - c. Build alliances and/or support relationships with constituencies: i.e. grassroots organizations, various professional groups, labor, and others as identified in strategic planning.
  - d. Develop or assist in the development of fact sheets and other public information.
  - e. Write, or assist in writing press releases and in planning media strategies. Act as spokesperson for campaign to the media and develop pro-active relationship with media.
  - f. Represent Greenpeace and the campaign at public events, grassroots meetings, and to the environmental community at large.
- 3) Direct, organize and participate in nonviolent direct action events to support the campaign goals.

- 4) Perform other job related duties as requested or assigned by the team leader and/or campaign director.

Read the complete job description here: <http://www.greenpeace.org/usa/about/jobs>

Contact information

Direct Applications/Inquiries to:

*Human Resources*

[resumes@wdc.greenpeace.org](mailto:resumes@wdc.greenpeace.org)

**The Yosemite Fund: Donor & Data Services Assistant**

About the Yosemite Fund

The Yosemite Fund is a San Francisco-based, non-profit foundation whose mission is to provide private funding for specific programs and projects that further preserve, protect or enhance Yosemite National Park. Since its inception in 1988, the Fund has raised money from more than 60,000 individuals, foundations and corporations and made grants in excess of \$35 million to over 200 projects in the Park.

Job Description:

Working as part of the development team, the Donor & Data Services Assistant participates in selected development activities with emphasis on gift processing, data entry, and gift acknowledgements. The position also entails basic reception duties including welcoming visitors and handling deliveries to the office, distributing mail and occasionally answering the phone.

Duties:

- Prepares donations made through direct mail (lock-box system) for data entry.
- Enters donations data into The Raiser's Edge software application in a timely, accurate manner.
- Prepares and sends thank you packages in a timely fashion for direct mail donations (\$5-\$999) and other programs as directed.
- Provides general office support including distribution of daily mail, welcoming visitors, handling deliveries and some telephone reception duties.
- Completes other tasks associated with maintaining the accuracy of The Raiser's Edge database.
- Completes other duties as assigned.

Requirements:

- Ability to work with donor information, records, and communications with exceptional accuracy and confidentiality.
- Strong computer and typing skills including knowledge of Microsoft Word and Excel.
- Knowledge of The Raiser's Edge software preferred.
- Bachelor's degree preferred.
- Good communication skills with the ability to communicate clearly and accurately through letters, email, on the phone and in person.
- Ability to use existing technology to achieve desired results.
- Ability to identify the exceptions within standardized work and bring them to the attention of others.
- Attention to detail and deadlines, well organized, and ability to multi-task.
- Ability to establish rapport with a variety of individuals in the confines of a small office.
- Knowledge of Yosemite, commitment to conservation and outdoor interests preferred.
- Ability to move and/or lift materials (not to exceed 40 pounds).

How to Apply:

To apply for this position, please send a cover letter, resume and salary requirements to [info@yosemitefund.org](mailto:info@yosemitefund.org) with your name and "Donor & Data Services Assistant" in the subject line, fax to (415) 434-0745 or mail to the address below on or before November 17, 2006:

The Yosemite Fund  
155 Montgomery Street, Suite 1104  
San Francisco, CA 94104  
Attn: Thomas Beck  
[www.yosemitefund.org](http://www.yosemitefund.org)

### **The Energy Foundation: Program Associate**

#### *Job Description:*

The Energy Foundation is a private grant-making foundation whose mission is to assist in a national, and ultimately a global, transition to a sustainable energy future by promoting energy efficiency and renewable energy. The Foundation's U.S. office has a dedicated staff of 18 and a dynamic, positive work environment. The office is located in the Presidio of San Francisco.

We seek two responsible, energetic, and highly professional individuals with a background in environmental or energy studies and a strong interest in the clean energy mission of the Foundation. Each person will work closely with a Program Officer and other Program Associate staff to support the administrative functions of the Foundation and be the front-line contact handling inquiries from grant-seekers and grantees.

#### *Responsibilities:*

Support the work of program officers by:

- Managing foundation-initiated projects such as meetings, contracts, and reports
- Setting up conference calls
- Editing and drafting documents and reports
- Generating correspondence to grantees, grant-seekers, and funders
- Working with grantees to compile proposal materials
- Reviewing grant proposals and assisting with due diligence as needed
- Evaluating grantee reports
- Assisting with preparation for Board meetings, potentially including drafting grant recommendations, evaluations, and presentations
- Maintaining grantee and subject files (both physical files and electronic files)
- Conducting research on climate- and energy-related subjects
- Providing general administrative support, including scheduling, travel logistics, and reviewing mail
- Maintain Filemaker Pro database information
- Answer phone as backup for receptionist
- Execute general office responsibilities in partnership with other staff
- Generate and implement ideas for program and office improvement

#### *Qualifications:*

- Minimum of two years relevant work experience or academic background in the fields of energy, climate, environmental studies, or public policy
- Demonstrated interest in the mission of the Foundation
- Strong administrative skills
- Ability to prioritize and juggle diverse tasks
- Excellent attention to detail
- Solid computer experience with emphasis in Microsoft Office, Filemaker Pro, and Adobe products (Mac experience helpful)
- Superior written and oral communication skills
- Proven ability to work well under pressure, take initiative, and be a creative problem-solver
- Work well independently and as a team member
- Good sense of humor and positive attitude

Start Date: Immediate.

How to Apply:

Please send cover letter explaining your interest in the mission and resume immediately to: Craig Appel, The Energy Foundation, 1012 Torney Ave. #1, San Francisco, CA 94129. FAX 415-561-6709 EMAIL: [craig@ef.org](mailto:craig@ef.org) NO PHONE CALLS PLEASE.  
Organization Web Site: [www.ef.org](http://www.ef.org)

RESPOND TO: [craig@ef.org](mailto:craig@ef.org)

**Urban Creeks Council: Executive Director**

Job Description:

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

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

Responsibilities

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

Qualifications

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

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

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

How to Apply:

To apply send cover letter, including salary requirements, and resume to: [afateman@gmail.com](mailto:afateman@gmail.com). No calls or faxes, please. For more information on UCC and/or a full job description visit [www.urbancreeks.org](http://www.urbancreeks.org).

**Arc Ecology: Assistant to Executive Director**

About the Organization:

Arc Ecology is one of the San Francisco Bay Area's leading environmental technical services

providers for poor, minority and communities dislocated through military base closures.

Job Description:

Arc Ecology is seeking an Assistant for our Executive Director. This position offers the successful candidate the opportunity to work with/ be mentored by one of the region's leaders with more than 30 years experience in environmental, social and international security advocacy. Good opportunity for individuals leaving government or professional services seeking a nonprofit/public service career or post-graduate seeking ground floor opportunity in nonprofit field.

- Organizing and outreach
- Networking
- Fundraising
- Organizational management

Skills Required:

- Excellent writer.
- Familiar with Word, Excel, Dreamweaver and website design helpful.

How to Apply:

Send cover letter and resume to:

Attn: Asst to ED Opening  
Arc Ecology  
4634 3rd St  
San Francisco, CA 94124  
Fax: 415-643-1142  
Email: [SaulBloom@ArcEcology.org](mailto:SaulBloom@ArcEcology.org)

**Arc Ecology: Environmental Scientist**

Arc Ecology seeks staff scientist to join our community tech support team as the contact for Hunters Point Shipyard environmental cleanup and redevelopment project. - Review and comment on technical reports and quarterly monitoring data packages. - Field observation and site inspections for Hunters Point Shipyard project. - Assist in preparation of environmental workshop and educational sessions. - Prepare newsletter, conduct shipyard tour, response to hotline, and help community access computer. - Web site posting and maintenance. - Designated alternate for Restoration Advisory Board (RAB)/ Base Cleanup Team (BCT) meetings. Education and Experience Must be familiar w/ CERLCA, RCRA, CWA, CAA and air quality specialty A+. Bachelors ok but masters degree preferred. Compensation - Salary: Depends on experience - Benefits: Medical/dental, sick leave, paid vacation Arc Ecology is an Equal Opportunity Employer. Persons of color are encouraged to apply.

To Apply:

Send cover letter and resume to: Attn: Environmental Scientists Opening Arc Ecology 4634 3rd St San Francisco, CA 94124 Fax: 415-643-1142 Email: [SaulBloom@ArcEcology.org](mailto:SaulBloom@ArcEcology.org). Visit [www.arcecolony.org](http://www.arcecolony.org) for more information.

**East Bay Conservation Corps (Several Positions)**

The East Bay Conservation Corps is hiring for the following positions:

- Field Supervisor
- Chief Operating Officer
- Systems Administrator
- Assistant Controller
- Senior Accountant

For more information, visit: <http://ebcc-school.org/ebcc/showpage.asp?code=jobs>