

# Women's Environmental Network SEPTEMBER 2006 NEWSLETTER

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

**There are 1,011 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](mailto: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!

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ANNOUNCEMENTS

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**WEN Email List**

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

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EVENTS

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**Special Green Business Event: Sustainable Business Alliance Green Business Recognition, Wednesday, September 13th, 2006**

- Meet and recognize newly certified Green Businesses in Alameda County.
- Network with our green and sustainable business community.
- Guest speaker will be Mal Warwick

TIME: 5:30PM to 7:30PM

COST: \$10 SBA Members, \$15 Guests. Refreshments & Cash Bar

LOCATION: Anna's Jazz Island, 2120 Allston Way, Berkeley, Near Shattuck Ave & Downtown Berkeley BART ([www.annasjazzisland.com](http://www.annasjazzisland.com))

INFO: 510.567.6770 or [pamela.evans@acgov.org](mailto:pamela.evans@acgov.org)

<http://www.sustainablebiz.org>

**Challenges of our Interdependent Water Systems: Saturday, September 16, 2006**

Presented by the League of Women Voters of the Bay Area. Come learn about a key source of our water supply and the safety and security of our water systems, with a special look at the Hetch Hetchy upgrades now under way. Come enjoy a day in San Francisco and learn about one of our most essential resources.

PROGRAM:

Professor David Sunding, University of California, Berkeley (*Regional Economic Importance of the San Francisco Water System*), Tony Irons, Deputy General Manager, San Francisco Public Utility Commission (*The San Francisco Hetch Hetchy Water System and the Water System Improvement Program*), Bern Beecham, Chair, Bay Area Water Supply and Conservation Agency (*BAWSCA's Formation and Goals*), Nicole Sandkulla, Senior Water Resources Planner, Bay Area Water Supply and Conservation Agency (*How Wholesale Customers are Addressing Water Conservation, Water Supply and Water System Reliability*), Tim Ramirez, Manager, Watershed and Natural Resources Division, San Francisco Public Utilities Commission (*The San Francisco Creeks and Watershed Program*), and Dana Haasz, Convener, California Urban Water Conservation Council and Water Conservation Administrator, San Francisco Public Utility Commission (*Promoting Water Conservation Regionally and Statewide*).

WHERE: Marines' Memorial Club, 609 Sutter Street, San Francisco

TIME: Registration and Light Breakfast: 9:00 a.m.

Program: 9:30 a.m.

Adjournment: 1:00 p.m.

COST: \$17.50 for breakfast and program.

INFO/RSVP: Reservations are required by September 9. To reserve your confirmed attendance, e-mail [treasurer@lwvba.ca.lwvnet.org](mailto:treasurer@lwvba.ca.lwvnet.org) and mail your check for \$17.50 payable to LWVBA to Tam Hege, 80 Florada Ave., Piedmont, CA 94610.

INFO: [www.lwvba-ca.org](http://www.lwvba-ca.org) or (415) 673 6672

**Shoreline Clean-up in Emeryville, Saturday, September 16, 2006**

Bring gloves and sturdy shoes. Bags, coffee and pastries provided.

Time: 9:00AM to NOON

Location: Emeryville Fire House, 2333 Powell St., Emeryville.

Info: 510-596-3728, <http://www.cityofberkeley.info/marina/marinaexp/cleanup.htm>

**Shoreline Clean-up at the Berkeley Marina, Saturday, September 16, 2006**

On International Coastal Clean-up Day, Berkeley coordinates with Albany and Emeryville to clean up the 13 mile stretch along the East Bay shoreline. There will be a free drop off for

volunteers of electronic and computer parts at University and Frontage Rd. in the dirt area behind Seabreeze Market.

Time: 9:00AM to NOON

Location: Seabreeze Market, University Ave. and Frontage Road, Berkeley.

Info: 510-981-6720, <http://www.cityofberkeley.info/marina/marinaexp/cleanup.htm>

**Volunteer: Shoreline Clean-up in Albany, Saturday, September 16, 2006**

Meet at 8:30 at the foot of Buchanan behind the Golden Gate fields race track by the big bench. Bring rakes or sand sifters for the small plastic particles in the sand, drinking water, and gloves.

Location: Albany.

Time: 8:30AM to NOON.

Info: 510-528-5760, <http://www.cityofberkeley.info/marina/marinaexp/cleanup.htm>

**Volunteer: Coastal Clean-Up in Richmond, Saturday, September 16, 2006**

Join West Contra Costa County friends and neighbors to take part in this International effort to clean bay and ocean shores. Pick up litter and make our own bay shoreline more beautiful and safer for people and animals. Wear sturdy shoes, a hat, and sunscreen. Bring gloves if you have them.

Location: Shimada Friendship Park, Marina Bay Parkway, at the end of the Parkway, Richmond.

Time: 9:00AM to NOON.

Info: 510-665-3689, [bayshorestewards@thewatershedproject.org](mailto:bayshorestewards@thewatershedproject.org),

<http://www.coastal.ca.gov/publiced/ccd/ccd.html>.

**"Richmond Tree Planting with Friends of the Urban Forest", Saturday, September 16, 2006**

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

Location: TBA.

Time: 9:00AM to NOON.

Info: 415-561-6890 ext. 109, [http://www.fuf.net/calendar\\_news/index.html](http://www.fuf.net/calendar_news/index.html) .

**Educational Adventure: "Geology Rocks!", Saturday, September 16, 2006**

What do the earth and an egg have in common? Join us for a short nature hike as we delve into the layers of our planet.

Location: Tilden Nature Area, in Tilden Park, Berkeley.

Time: 10am - 11:30pm.

Cost: \$5, \$7 non-res.

Info: 510-525-2233, <http://www.ebparks.org/webreg>

**"West Oakland Environment Town Hall", Saturday, September 16, 2006**

Join Congresswoman Barbara Lee for a community discussion of diesel emissions and air quality in West Oakland, collaborative efforts to improve community health, and what you can do to protect your family's health. Refreshments will be served.

Location: Oakland Public Library, West Branch, 1801 Adeline St., Oakland.

Time: 1:00PM to 3:00PM.

Info: 510-763-0370

**Angel Island Art and Ecology Festival, Saturday, September 16, 2006**

Artists, dancers, musicians and writers lead urban participants in translating the natural environment of Angel Island State Park into artwork. The festival is intended to educate and stimulate participants by removing them from the city and relocating them to a natural outpost. Meet at Ayala Cove.

Location: Angel Island State Park, in the San Francisco Bay between the East Bay and Marin County.

Time: 10:30AM.

Cost: Ferry cost only.

Info: 650-728-2254, [aih@amberhasselbring.org](mailto:aih@amberhasselbring.org) , <http://www.art-eco.org>

**Volunteer: "Creek to Bay Day" Work Parties, Saturday, September 16, 2006**

Oakland's annual volunteer creek cleanup, restoration, and planting event. Locations throughout Oakland. Free t-shirt to the first 1,000 volunteers.

Location: Oakland.

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

Info: 510-238-7611, <http://www.oaklandpw.com/creeks>

**Herbal Allies in the Garden & at Home, Saturday, Sep 16, 2006**

Do you want to use herbs more, but have a hard time integrating them into your busy daily life? In this class we'll meet some herbal allies, all of which grow locally and may be popping up in your garden already! Learn about growing, harvesting and using tonic herbs for stress. Walk away with the tools and resources you'll need to prepare your own herbs. \$15; No one turned away for lack of funds. Pre-registration required.

Time: 10:00AM - 12:00PM

Location: Garden for the Environment, 7th Ave. at Lawton Street, San Francisco

For more information contact: 415-731-5627, or [info@gardenfortheenvironment.org](mailto:info@gardenfortheenvironment.org)

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

**Sonoma Fruit and "Flies": Sunday, September 17, 2006**

Sonoma County, 10 AM to 4 PM

Start the day with a harvest tour of family-owned and -operated Gabriel Farm, near Sebastopol where you'll sample delicious organically grown apples, pears, persimmons, and other goodies. Then enjoy a tour and talk at nearby Halberg Butterfly Gardens, a butterfly and wildlife sanctuary visited by a wide range of butterflies each year. Optional u-pick after Gabriel Farm tour.

COST: \$7 members / \$10 nonmembers.

For directions and reservations, call 415-255-3233 or visit <http://greenbelt.org/cgi-bin/calendar.cgi>.

**"There's No Place Like Home: Exploring Animal Habitats", Sunday, September 17, 2006**

Bring the family to this bilingual English/Spanish workshop and explore how animals make their homes in special places. Take a discovery hike through the Natural Sciences Gallery and learn how animals meet their needs for food, shelter, water, and protection. After the "hike," families can make their own miniature animal home.

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

Time: 1:00PM to 4:00PM.

Cost: Free with Admission.

Info: 510-238-2200, [museumca@museumca.org](mailto:museumca@museumca.org) , <http://www.museumca.org/>

**Bike Tour of Oakland, Sunday, September 17, 2006**

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

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

Time: 10:00AM.

Cost: Free.

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

**Whale Watching with the Farallones Marine Sanctuary Association, Sunday, September 17, 2006**

Come join FMSA for a Whale Watching Trip in the Gulf of the Farallones National Marine Sanctuary. Spaces limited.

Time: 7:30AM to 4:00PM

Location: SF.

Cost: \$85.

Info: 415-561-6625 ext. 300, [askaj@farallones.org](mailto:askaj@farallones.org), <http://www.farallones.org/>

**Making A Difference in Africa: Taking on Big Dams, Big Banks and Finding a Better Way, Tue, Sep 19, 2006**

African human rights and environmental justice activist Frank Muramuzi will discuss energy alternatives to environmentally disruptive and socially destructive dams responsible for degrading the environment and displacing people from their ancestral homelands. Muramuzi will be joined on the panel by Walter Turner, host of KPFA's Africa Today, Terri Hathaway, International Rivers Network campaigner, and Rev. Phil Lawson. This event is free and is wheelchair accessible. Presented by International Rivers Network

Time: 7:00PM to 9:30PM

Location: First Congregational Church, 2501 Harrison St. Oakland

Info: [www.irn.org](http://www.irn.org) or call 510.848.1155 ext 301

**Housing the Future of the Bay Area, September 20, 2006**

The Bay Area faces a challenging future: major population growth, an aging baby boom generation, rising energy costs, an obesity crisis, increased global economic competition, and new risks due to global warming. But solutions exist in how and where we house people. The Transportation and Land Use Coalition (TALC) invites you to attend an engaging presentation by Don Weden, a retired senior planner with Santa Clara County. He will discuss the major economic, demographic, development, and environmental trends and challenges that the Bay Area faces, and why these trends are closely connected to decisions about how and where we house people. We will take time to strategize how we can increase the scale and impact of our efforts in dealing with these challenges, including finding better ways to communicate about the quality-of-life issues at stake in a way that really connects with people.

TIME: 5:30PM to 7:30PM

LOCATION: Sierra Club, 85 Second Street, San Francisco.

COST: the Meeting is free and open to the public for this special event. Pizza and beverages will be served.

RSVP: contact Marta Lindsey at [marta@transcoalition.org](mailto:marta@transcoalition.org).

**Green Building Authors and Advocates Lecture, Thursday, September 21st, 2006**

Join us as we celebrate Carol Venolia's latest book *Natural Remodeling for the Not-So-Green House*. Carol is an award winning green architect, educator, writer and columnist for Natural Home Magazine. Carol has been a green building advocate for over 30 years. Her first book "*Healing Environments: Your Guide to Indoor Well Being*", advocates restoring vital connections between humans and the rest of the living world and her latest release is a beautiful practical guide to bringing existing homes into harmony with nature. Carol will share her insight and experience to help you create a healthier environment. In addition to a lively discussion, participants will learn:

- A step-by-step process to sort through green options for the home
- Simple eco-renovations projects that can transform the home.

TIME: 6:00PM-7:30PM

COST: Free

INFO: (415) 454-0174 or <http://www.greenfusiondesigncenter.com/events.htm>

LOCATION: Green Fusion Design Center, 14 Greenfield Avenue, San Anselmo

**Film: Recyclergy, Friday, September 22**

*Directed and produced by Jeremy Kaller.* Pioneers of the San Francisco Bay Area's recycling movement share their hilariously insightful thoughts and stories on garbage collection, treasure hunting, Jack Benny, and the products we buy (33 minutes)

Location: The Malonga Theater, 1428 Alice St. in Oakland

Time: 3:30 pm.

Info: [www.oiff.org](http://www.oiff.org)

**Solutions Salon on Green-Collar Jobs, Thursday, Sep 21, 2006**

- Greening the Port?
- New Jobs in Green Construction?
- Energy Independence for Oakland?

The new environmentally-sustainable economy is strong enough to lift Oakland's people out of poverty. Can Oakland become the nation's leading "green-collar" city? A "Solutions Salon" is more than your typical panel discussion. It's a chance for all of us to ask hard questions and deal thoughtfully with some of Oakland's biggest problems... and opportunities. It's part-moderated-panel and part-collective-discussion. Join us and be part of the solution. Sponsored by the Oakland Apollo Alliance and the Peralta Community College District

Time: 6:00PM to 7:00PM: Reception and Food

7:00PM to 9:00PM: Discussion

Location: Laney College Theatre, 900 Fallon Street (near Lake Merritt BART Station) **Oakland**

Info: Ian Kim, [ian@ellabakercenter.org](mailto:ian@ellabakercenter.org), or visit [www.ellabakercenter.org](http://www.ellabakercenter.org)

**Bayview-Hunters Point Redevelopment Plan, Thursday, September 21, 2006**

The Bayview-Hunters Point Redevelopment Plan is a strategy for affordable housing, economic development and community enhancements such as green streets and public open space. Join Director Marcia Rosen and Planner Tom Evans of the Redevelopment Agency for a discussion of this plan designed to create additional housing opportunities and improve opportunities for local businesses and job seekers. A noontime forum, held at SPUR. Feel free to bring a lunch. SPUR Forums are open to the public, free for members and \$5 for non-members

Time: 12:30PM to 1:30PM

Location: 312 Sutter St. (at Grant), Fifth Floor.

**Presidio School of Management Sustainable MBA OPEN HOUSE, Friday, September 22, 2006**

Please join us for a Sustainable MBA Open House on Friday, September 22. 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.

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, Sept. 19: [events@presidioMBA.org](mailto:events@presidioMBA.org) or (415) 561-6590

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

Light refreshments will be served.

**Presidio Tree Walk, Saturday, September 23, 2006**

The legacy of Andrew Jackson Downing's park beautiful movement continues in San Francisco's great parks. Come to a tree walk with Presidio Trust Forestry Manager Peter Ehrlich to see, appreciate and talk about the Presidio's magnificent tree landscape.

Time: 10:00AM

Location: The walk will begin at the YMCA parking lot, located in the Presidio Park, at the corner of Funston and Lincoln Blvd.

### **"Bee Keeping in the City", Sunday, September 24, 2006**

Learn about the mysterious life of a bee colony and the benefits bees provide by pollinating orchards and gardens. Learn how to construct and keep your own hives. Taste honey from a local hive. Teacher: Julia Roll, entrepreneur and beekeeper. Hand's on: bring pieces of wood/plywood, paint, hammers, nails, etc. and leave with a hive and resources for starting a colony at home.

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

Time: 10:00AM to 3:00PM.

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

Info: 510-547-8715

### **No Room on the Ark? Eviscerating the Endangered Species Act, Monday, September 25, 2006**

Is Congress turning its back on threatened species? The Endangered Species Act has been the safety net for fish, wildlife and plants facing extinction. But in 2005, the House of Representatives voted to weaken the statute, which could doom fragile ecosystems. Brent Plater (Bay Area Director, Center for Biological Diversity (CBD)) explains how we can protect otherwise defenseless species.

Where: The Commonwealth Club, 595 Market St., 2<sup>nd</sup> Floor, San Francisco

Time: 5:30 PM, Reception

6:00 PM, Program

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

Program Organizer: Arlene Gemmill

Co-sponsored by CBD and Golden Gate University.

### **Community Meeting: Environmental Justice for All Tour, Monday, September 25, 2006**

Fort Ord Environmental Justice Network, Inc. is hosting a Peninsula-wide Community Meeting for a "National Environmental Justice Tour traveling around America by Bus" which will be bringing national media, health officials, government officials, local residents and the hard working grass roots organizations and their impacted community members. The National Tour is a coalition of over 70 Environmental Justice, Social Justice, public health, Human Rights, and worker's rights groups have launched the "Environmental Justice for All Tour" to highlight the devastating impact of toxic contamination on people of color/ low income, and poor communities across the United States. In September, three bus caravans packed with activists, health researchers, environmental scientists, and public policy experts will tour communities in the Northeast, south, and West Coast, where people are suffering serious health affect associated with toxic pollution, and economic hardships

Time: 6:00PM

Location: 217 Reindollar, Marina, CA

Info: Call LeVonne Stone at 831-582-0803, email [ejjustice@mbay.net](mailto:ejjustice@mbay.net) or visit [www.foejn.org](http://www.foejn.org)

### **How Architects Can Reverse Global Warming, Thursday, September 28, 2006**

Ed Mazria, AIA, believes architects must become leaders in the fight against global warming. His recently launched "Architecture 2030" ([www.architecture2030.org](http://www.architecture2030.org)) draws a connection between building design and global warming, with research indicating that building design and construction could have a greater effect on reversing global warming than any other industry sector. Considering this research, the AIA Board of Directors released a policy statement calling for a 50% reduction in use of fossil fuels for buildings in four years, with additional reductions

leading to eventual carbon-neutrality by 2030. Mazria will present his vision for how to meet these goals. Sponsored by Pacific Energy Center

TIME: 5:30 PM

COST: \$10 AIA San Francisco Members; \$20 Nonmembers

LOCATION: AIA San Francisco, 130 Sutter Street, Suite 600, San Francisco

### **West Coast Green: September 28-30, 2006**

Announcing the opening of registration for West Coast Green—the nation's largest residential green building conference and expo! This landmark event is coming to the Bill Graham Civic Auditorium, September 28-30, 2006 in San Francisco. West Coast Green will showcase over 250 exhibitors and 120 speakers, including keynotes by Robert F. Kennedy, Jr., Sarah Susanka (author of “The Not So Big House”), and industry leaders Ed Mazria, Peter Yost and Tom Paladino. More than 12,000 industry professionals and homeowners (on the final day) will convene from all over the country to gain the tips and tools for building sustainably and successfully. In honor of this momentous event, The City of San Francisco has proclaimed the week of September 25th “Green Week.” <http://www.westcoastgreen.com/>.

Registration is now open! Register today to receive an advance registration discount. In our commitment to making the valuable information provided at the conference available to everyone, we offer a variety of registration options: 3 for 2! – Bring your colleagues, friends or co-workers and get in at a discounted rate. Spouse/Significant Other Pass – Bring your loved one at half (1/2) price to join you for the show, and enjoy San Francisco together! Company discounts – Discounts apply to groups of 5 or more co-workers. Visit our registration page to register now and explore additional pricing options. We will not turn anyone away for lack of funds.

### **The Breast Cancer Fund's Peak Hike – Mt. Tamalpais: Saturday, September 30, 2006**

When: 7:00AM to 3:00PM

Where: Mt. Tamalpais trailhead, located at Santos Meadow on Muir Woods Road.

Join 500 women and men hiking for breast cancer prevention on Saturday, September 30. Many will be hiking in honor of loved ones who have faced the disease, and we encourage family and friends to hike together as teams if they wish. Peak Hike is a fun, positive day appropriate for children and adults. Choose from two routes up beautiful Mt. Tamalpais in Marin County. Both the 7.5- and 11-mile trails afford breathtaking views of the surrounding wilderness and Marin Headlands coastline.

For more information: visit [www.breastcancerfund.org](http://www.breastcancerfund.org), email [info@breastcancerfund.org](mailto:info@breastcancerfund.org), or call (415) 346-8223.

### **Gardening for Wildlife, Saturday, September 30**

Attract birds, butterflies and beneficial insects. Learn to diversify your garden by including California native plants that provide food, shelter and nesting places for wildlife. There is a \$5/car parking fee at the park. Sponsored by StopWaste.org.

Time: 10:00AM to 1:00PM

Location: Coyote Hills Regional Park, 8000 Patterson Ranch Rd., Fremont

Register online: <http://www.stopwaste.org/home/index.asp?page=625>

### **Volunteer: Audubon Canyon Ranch's Bouverie Preserve, Saturday, September 30, 2006**

Spend the morning with fellow nature enthusiasts trimming trails, weeding, planting and cleaning in and around the education center. Tasks available to suit all abilities. Please bring a pair of work gloves, a favorite tool and be sure to wear good walking shoes. Then, spend some time exploring the beauty of this 535-acre nature preserve. A delicious, complimentary lunch is provided by ACR. Audubon Canyon Ranch's Bouverie Preserve provides free nature education programs to more than 3,000 3rd and 4th graders from Sonoma and Napa counties each year. ACR, a long-time guardian of the natural environment, is dedicated to the preservation of natural

habitats, ongoing environmental education for children and adults and conservation-based scientific research at its preserves.

TIME: 9:30AM - 12:30PM; Lunch at 12:30PM

LOCATION: Audubon Canyon Ranch's Bouverie Preserve, 13935 Highway 12, Glen Ellen (Across from the Sonoma Regional Park)

COST: No charge.

REGISTER/INFO: Advanced registration is requested. Call 707/938-4554, [nancy@egret.org](mailto:nancy@egret.org) or visit [www.egret.org](http://www.egret.org).

### **Build it Green Home Tour in Santa Clara County, Sunday, October 1, 2006**

Building on the huge success of previous tours in Alameda and Contra Costa Counties and Marin and Sonoma Counties, Build It Green is excited to present the first Build It Green Home Tour in Santa Clara County. A one-day self-guided tour showcasing 11 green homes that will introduce attendees to homeowners and building professionals who have built or remodeled green. The tour covers the spectrum, from remodels to brand new custom homes, and will demonstrate materials and technologies such as FSC Certified wood products, natural linoleum flooring, radiant floor heating, passive solar design, and natural daylighting.

TIME: 10:00a.m. – 5:00p.m.

WHERE: Santa Clara County. Specifically:

- 2 homes in Palo Alto
- 2 homes in Los Altos Hills
- 1 home in Cupertino
- 1 home in Santa Clara
- 1 home in Campbell
- 3 homes in San Jose
- 1 home in Los Gatos

COST: A guidebook is required for admission and costs \$15/person.

INFORMATION: Visit [www.BuildItGreen.org](http://www.BuildItGreen.org) or call 1-888-404-7336.

### **Solar & Green Building Fair, Sunday, October 1, 2006**

Stop by the Green Building Fair for a closer look at many of the green building materials showcased in the Build It Green Home Tour homes. Browse green building materials, talk to the manufacturer representatives, view product demonstrations, gather information about programs from a variety of organizations, enjoy refreshments, and purchase copies of the Build It Green Home Tour Guidebook.

Time: 9:00AM to 2:00PM

Location: DeAnza College Kirsch Center for Environmental Studies, 21250 Stevens Creek Blvd., Cupertino

Cost: Free

Info: [www.BuildItGreen.org/askanexpert.cfm](http://www.BuildItGreen.org/askanexpert.cfm), or [www.BuildItGreen.org](http://www.BuildItGreen.org)

### **Film: Life + Debt, Thursday, October 5, 2006**

Shown in conjunction with the East Bay Environmental Training (see below), this film shows the effects of globalization on Jamaica and on the world's developing countries. With 25 years of "help" from the IMF and World Bank intended to bring nations such as Jamaica into the fold of the free market economies, "restructuring" policies have crippled Jamaica's efforts toward self-reliant development while enriching the lenders. Told from the point of view of Jamaican workers and farmers, as well as government and policy officials, the film portrays the relationship between Jamaican poverty and the practices of international lending agencies while driving home the devastating consequences of globalization. This very watchable film features an amazing soundtrack and interviews with Michael Manley, and Jean-Baptiste Aristide. Bring a seat cushion and snacks. (2001. Running time 86 minutes.)

Location: Ecology Center, 2530 San Pablo Ave, near Dwight Way, Berkeley.

Time: 7:00PM until 9:00PM.

Cost: Free.

Info: 510-548-2220 x233.

### **Berkeley Sustainability Summit, Friday, October 6, 2006**

Berkeley has long been a leader in environmental theory and practice. This summit will highlight the broad spectrum of Berkeley sustainability efforts led by business, government, university, and community groups. This is an opportunity to see the whole range of local sustainability endeavor, publicize your work to a cross-section of Berkeley leaders working on companion issues, develop strategic relationships, reinforce a shared civic passion for a vital, sustainable future, and help move Berkeley toward being the most sustainable, livable city in the country. The environmental movement has become specialized, and groups working on sustainability issues within Berkeley have grown diverse. Government agencies, university offices, school districts, nonprofits, and local businesses have all joined in a commitment to a sustainable future. These increasingly active players are making strides on various fronts, but they often don't know what their peers are up to. Sometimes the fundamental links between sustainability issues get lost. With the Berkeley Sustainability Summit, we can meet, eat, and begin to move forward as one. The forum will offer a whirlwind of short presentations on local sustainability projects, and a delicious, all-organic lunch.

Location: Krutch Theater, Clark Kerr Campus, 2601 Warring Street at Parker, Berkeley, CA

Time: 9:00AM until 3:00PM.

Cost: \$25.

Info: 510-548-2220 ext. 235, [carrie@ecologycenter.org](mailto:carrie@ecologycenter.org)

To RSVP online: <http://www.acteva.com/booking.cfm?bevalD=116907>

### **OceanFest, Saturday, October 7, 2006**

We are excited to invite Bay Area residents and visitors to celebrate the Gulf of the Farallones National Marine Sanctuary in its 25th Anniversary year and its sister Sanctuaries as precious protected areas at our fun-filled (and free!) beachfront festival. Come learn how the health of the sanctuaries is interconnected with your own health and that of the world. The festival takes place during Fleet Week at our Visitor Center grounds on Crissy Field, and includes:

- Sustainable seafood and vegetarian fare prepared by top Bay Area restaurants, such as Boulevard, Zuni Café and others, and paired with fine wine and beer from local breweries
- Live music A marine fair exhibiting myriad ways to enjoy and protect our sanctuaries
- Interactive children's activities
- A raffle featuring an exciting expedition for two from Blue Waters Kayaking

Time: 11:00AM to 4:00PM

Location: Crissy Field

Information: contact Joanne Connery at [jconnery@farallones.org](mailto:jconnery@farallones.org) or 415.561.6625 x315

### **East Bay Environmental Training Program: Saturday, October 7, 2006 - Saturday, November 11, 2006**

The East Bay Environmental Training program is a six-week immersion course designed to provide participants with a sustainability and justice framework for understanding local and global environmental issues. The course will introduce participants to the urban environment of the East Bay, as well as to local organizations and people active in social change work. Sessions will include presentations by speakers, as well as field trips, discussions, course readings, student projects, and an evening film series. The course begins with an introduction to ecology, environmental justice, sustainability, and environmental health. Subsequent session topics will include food and agriculture; water; air and toxics; waste and consumerism; energy, transportation, and global warming; housing, land use, and sprawl. We'll look at both the problems we face and the solutions people are working on or thinking up. Our hope is that participants leave having become activated, inspired, and better equipped to engage as advocates for protecting and restoring the environment and its people. Call to reserve a spot!

Location: Ecology Center, 2530 San Pablo Ave, near Dwight Way, Berkeley.

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

Cost: \$75 - \$150, sliding scale. (One year Ecology Center membership included)  
For more information: 510-548-2220 x233, [erc@ecologycenter.org](mailto:erc@ecologycenter.org) .

**City Arts and Lectures Presents: E.O. Wilson "The Creation: A Meeting of Science and Religion • The Future of Life", In conversation with Roy Eisenhardt, Tuesday October 10, 2006**

Pulitzer Prize-winning biologist Edward O. Wilson has made extensive contributions to the public's understanding of science and nature. Wilson is the world's leading authority on ants, though he has made significant contributions to a number of fields. As a scientist and popular writer, Wilson uses his research as a basis for exploring and commenting on issues of conservation and the environment. Wilson received the Pulitzer Prize for his books *On Human Nature* and *The Ants*. He is also the author of *The Future of Life*, which explores the ethical and religious basis for the existing conservation movement. Last fall, Wilson entered the controversial debate over "Intelligent Design" and the attempts to replace scientific theory with Creationism. Wilson champions a unified and humanistic approach to environmentalism in his new book *The Creation: A Meeting of Science and Religion*. A leading figure in the global effort to prevent species extinction, Wilson appeals for the combined efforts of scientific and religious leaders to be stewards for the Earth.

Time: 8:00PM

Info: [www.cityarts.net](http://www.cityarts.net)

Cost: \$19.

Location: Herbst Theatre, Van Ness and McCallister

**Build it Green: Green Building 101 Workshop, Wednesday, October 11, 2006**

This workshop introduces basic concepts, techniques, products, and benefits for building or remodeling a green home. The workshop will illustrate how these concepts differ or are the same as conventional construction. Topics covered include energy and water conservation, selecting green materials, and indoor air quality issues. The workshop will also provide ways to start thinking green and asking a builder the right questions to ultimately get a higher quality home.

Time: 7:00PM to 9:00PM.

Location: Lucy Evans Baylands Nature Interpretive Center, 27775 Embarcadero Road, Palo Alto  
Fee: \$20

**Film: The Future of Food, Thursday, October 12, 2006**

Shown in conjunction with the East Bay Environmental Training, this film investigates the truth behind the unlabeled, patented, genetically engineered foods that have quietly filled grocery store shelves over the past decade. Health implications, government policies, and the push toward globalization are examined. The film also explores organic, sustainable alternatives to industrial agriculture. A well-told overview of the modern day problems with conventional agriculture. (2005, running time 89 minute).

Location: Ecology Center, 2530 San Pablo Ave, near Dwight Way, Berkeley.

Time: 7:00PM to 9:00PM.

Cost: Free.

Info: 510-548-2220 x233.

**House as a System – Your Home's Efficiency, Air Quality and Comfort, Saturday, October 14, 2006**

Your home is a system and all parts of it interact with each other. Homeowners depend heavily on a home's systems and its components, such as heating, cooling, plumbing, water heating, and electrical. Most have little knowledge of how they operate or how they can easily be improved. This workshop introduces you to how they work, how you should operate them, how you can test them, and what basic improvements can be made. With this knowledge, you can reduce utility bills, improve indoor air quality, and save money while raising your home's comfort and performance. Continental breakfast served.

Time: 1:30PM to 5:00PM.

Location: West Valley Branch Library, 1243 San Tomas Aquino Rd., San Jose, CA

Fee: \$40

**Build it Green: Green Building 101 Workshop, Tuesday, October 17, 2006**

This workshop introduces basic concepts, techniques, products, and benefits for building or remodeling a green home. The workshop will illustrate how these concepts differ or are the same as conventional construction. Topics covered include energy and water conservation, selecting green materials, and indoor air quality issues. The workshop will also provide ways to start thinking green and asking a builder the right questions to ultimately get a higher quality home.

Time: 6:00PM to 8:00PM.

Location: Solar Power 2006, San Jose Hilton and Towers Hotel, San Carlos Room, 300 Almaden Blvd., San Jose

Fee: \$20

**Film: Thirst, Thursday, October 19, 2006**

Is water a human right or a commodity to be bought and sold in a global marketplace? Shown in conjunction with the East Bay Environmental Training, the film "Thirst" shows private corporate attempts to buy up local water supplies - from Stockton, California to Bolivia and India. Water privatization attempts are shown in the broader context of globalization and community resistance. (2003).

Location: Ecology Center, 2530 San Pablo Ave, near Dwight Way, Berkeley.

Time: 7:00PM to 9:00PM.

Cost: Free.

Info: 510-548-2220 x233.

**Green with Style – Paint, Flooring, Kitchen Cabinetry & Countertops, Thursday, October 19, 2006**

This workshop will present information and tools that will enable participants to integrate green strategies and materials into their interior finish projects and create healthy, attractive, and resource-efficient spaces. Invited speakers are recognized experts in their respective fields.

Topics include: comparison of green and conventional materials, benefits and drawbacks of specific materials, durability, maintenance, and installation info, health considerations and cost range and availability.

Time: 6:30PM to 9:00PM.

Location: Lucy Evans Baylands Nature Interpretive Center, 2775 Embarcadero Road, Palo Alto

Fee: \$20

**17<sup>th</sup> Annual Bioneers Conference, October 20-22, 2006**

The Annual Bioneers Conference is a hub of practical solutions for restoring the Earth — and people. It's a thriving network of visionary innovators who are working with nature to heal nature. The bioneers draw from four billion years of evolutionary intelligence and apply nature's operating instructions in practical ways to serve human ends harmlessly. We herald a dawning age of interdependence founded in nature's principles of diversity, kinship, community, cooperation and reciprocity. Take part in this fertile network, rich with inspiring ideas, models, tools, and resources — and powerful connections.

Location: Marin Center, San Rafael, CA

For more information: <http://bioneers.org/conference>

**Remodeling one Green Room at a Time, Sunday, October 22, 2006**

Learn about a comprehensive way to remodel in a more energy-efficient, resource-conserving, and healthier manner that creates comfort and value through a building that is more affordable to operate and maintain. This workshop focuses on key aspects of the building, including foundations, framing, plumbing, windows, flooring, heating, and finishes.

Time: 1:30PM to 5:00PM.

Location: West Valley Branch Library, 1243 San Tomas Aquino Rd.,  
San Jose, CA  
Fee: \$40

**“Alternative Fuel”, Wednesday, October 25, 2006**

Amid sky-high gas prices and worries about climate change, alternative fuel sources are a hot-button issue at the pumps and among policymakers. Though car buyers and manufacturers are actively searching for innovative, unconventional sources of energy, circumventing oil's \$70 per barrel price tag remains a challenge technologically and infrastructure-wise. Our panel of experts will discuss alternative fuel technology and examine the reality of greener travel.

Panelists include:

- JIM BOYD, Commissioner, California Energy Commission
- CATHERINE DUNWOODY, Executive Director, California Fuel Cell Partnership
- DANIEL SPERLING, Director, Institute of Transportation Studies, UC Davis

Time: 11:30 AM, Check-in, 12:00PM, Program

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

Cost: Free for Members, \$12 for California Automobile Association Members, \$15 for Non-Members

Co-sponsored by the California Automobile Association

**Films: "Bum's Paradise" and "Up Close & Toxic", Thursday, October 26, 2006**

Shown in conjunction with the East Bay Environmental Training, "Bum's Paradise" tells the story of the Albany landfill community. After decades of being a garbage dump, The Albany landfill closed in 1986. Nature slowly reclaimed the land and various homeless men and women moved in. They built dwellings, became a community and lived free from the public scorn and scrutiny that commonly plagues the homeless in America. It was a magical place where, for a time, the homeless were at home. (2003, running time 53 minutes). "Up Close & Toxic" is a hilarious, frightening, and informative look at indoor air pollution. David Suzuki hosts us on a tour of the typical American family home and shows us the hidden toxics contained therein. (2002, running time 45 minutes.)

Location: Ecology Center, 2530 San Pablo Ave, near Dwight Way, Berkeley.

Time: 7:00PM to 9:00PM.

Cost: Free.

Info: 510-548-2220 x233.

**Workshop: "Home Greywater", Sunday, October 29, 2006**

Learn about and help create the first permitted residential greywater system at the Berkeley Ecohouse. Learn about the principles and process of safely irrigating with waste water. Teacher: John Russell, greywater designer. Hand's on: bring gloves. We will be diverting a bathroom sink, shower, and laundry drain to feed a constructed wetland, planted swales, and mushroom beds. Return home with ideas and plans of your own!

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

Time: 10:00AM to 5:00PM.

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

Info: 510-547-8715.

**Let Worms Eat Your Garbage, Saturday, November 4**

Small on space and big on benefits – worm composting is a great way to recycle kitchen scraps into a fantastic organic fertilizer.

Time: 10:00AM to 12:00PM

Location: Regan Nursery, 4268 Decoto Rd., Fremont

Register online: <http://www.stopwaste.org/home/index.asp?page=625>

**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 30<sup>th</sup>; Regular price: \$175.00

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

<http://store.solarlivingstore.com/gc10grcdays.html>.

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JOBS

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**Sustainable Conservation: Program Director Restoration on Private Lands**

Sustainable Conservation, a nonprofit environmental organization based in San Francisco, builds bridges across the private, public and nonprofit sectors to solve critical environmental problems. Traditionally, these sectors don't work together, fighting each other in the courtroom and in the legislature. Sustainable Conservation brings stakeholders together to collaboratively develop innovative solutions that are pro-business and pro-environment. The organization is currently leading partnerships in the agricultural, horticulture and auto industries.

Sustainable Conservation seeks an experienced manager and program leader to guide and grow Sustainable Conservation's Restoration on Private Lands Program and will report to the Executive Director. The Restoration on Private Lands Program has a successful record of facilitating restoration projects and species protection through innovation and incentives. A cornerstone of the program is Partners in Restoration effort, which simplifies a complex permitting process to make it faster, easier and cheaper for private landowners to restore the natural resources on their land. Other projects include Landowner Assurances (Safe Harbors) for Habitat Restoration and County-wide restoration coordination in Santa Cruz County. This position will develop, pursue and monitor implementation of program goals for Restoration on Private Lands program area. Hire, manage, and develop program staff to carry out projects and accomplish goals. The program currently has a staff of six. Administer a departmental budget. Develop, pursue and monitor implementation of program goals for Restoration on Private Lands program area. Conduct direct project work as appropriate. Identify and cultivate new projects and funding sources. Participate as a member of Sustainable Conservation's management team, contributing to organizational strategies and decision making. Participate in and help lead organizational efforts such as strategic plans, staff training, and communication campaigns.

Additional Qualifications:

**Required Experience and Skills: People and Management:** Demonstrated leadership and supervisory experience, including ability to motivate, lead, set objectives, manage performance toward aggressive goals, and objectively evaluate performance and progress. Proven ability to engage, build rapport, and develop constructive and effective working relationships with scientists, government representatives, conservation partners, community leaders, land owners, elected officials, corporate representatives, and donors.

**Project Management Skills:** Demonstrated ability in strategic analysis and experience designing, implementing and directing multiple complex projects, setting deadlines, and ensuring program accountability and legal compliance. Superior verbal and written communication skills, including the ability to articulate complex conservation issues and solutions. Experience developing and successfully administering a departmental budget. Experience assisting in fund raising including proposal writing, grant research and grant administration.

**Technical Knowledge:** Bachelor's, Master's, or PHD in public and environmental policy; non-profit, public, and/or business administration; conservation biology; fisheries ecology; or related field and a minimum of 5 years of related work experience. Knowledge of current trends in California water issues, conservation, fisheries, watershed science and experience in applying this knowledge to on the ground projects and to a legislative agenda. Experience working with state/federal officials and state/federal agencies and knowledge of government workings and of federal and state laws that affect restoration efforts in California's watersheds including the Clean Water Act, Endangered Species Act, and the California Environmental Quality Act.

How to Apply:

Contact: Send resume and cover letter to Sustainable Conservation, [suscon@suscon.org](mailto:suscon@suscon.org) (subject line: ROPL Co-Director), fax: (415) 977-0381.

**Baykeeper: Executive Director**

Baykeeper is seeking an Executive Director to inspire and lead Baykeeper's staff and Board of Directors as Baykeeper continues and expands its successful work to protect the Bay-Delta estuary and its watershed. The Executive Director is responsible for the oversight, direction, and management of all Baykeeper activities including Board development and coordination; staff development and management; financial accounting and reporting; long-range planning; program planning and evaluation; branding, positioning, messaging, and communication strategies; fund development; and external relations with the media, government officials, community, volunteers, and funders. This position reports to and works closely with a committed ten-person Board of Directors, manages an excellent staff of eight people, currently based in offices in San Francisco and Stockton, and interacts with an active Advisory Council. The organization's current annual operating budget is \$850,000. Assets include four boats and reserves of \$700,000. Baykeeper is positioned to expand its mission-driven efforts in the coming years and seeks an Executive Director who can successfully lead growth in programs, revenue, and staff size.

Additional Qualifications:

- Commitment to, understanding of, and passion for water resources protection; knowledge of and connection to greater Bay-Delta watershed and its communities is a plus;
- Related non-profit experience with a track record of increased responsibility including senior management experience and experience working with boards of directors; ability to show high level of performance, leadership, and creativity;
- Direct knowledge of environmental policy; ability to grasp complex scientific, political, and regulatory issues; law degree or significant experience with environmental enforcement litigation is preferred; working knowledge of federal and California clean water laws and associated regulations is a plus;
- Ability to think strategically and to plan, implement, and evaluate new and existing programs focused on key priorities within organization mission, goals, and resources;
- Excellent communication skills with diverse constituencies; superb writing skills;
- Excellent organizational skills; ability to empower staff and delegate work;
- Experience with implementation and use of successful non-profit fiscal management and budgeting systems and controls;
- Proven track record in non-profit fundraising and major donor development; grant writing experience is a plus;
- Knowledge of and experience with advocacy, organizing, media relations, and public relations;
- Collaborative, team-oriented work style balanced with ability to make timely executive decisions;
- Experience creating effective working relationships with other organizations and agencies;
- Computer fluency;
- Sense of humor and engaging personality.

How to Apply:

Please send resume, cover letter, compensation requirements, and a list of three or more references to [EDsearch@baykeeper.org](mailto:EDsearch@baykeeper.org). Please address your application to "ED Search Committee". Baykeeper is actively recruiting a diverse workforce. Baykeeper is an equal opportunity employer. Visit <http://www.baykeeper.org> for more information.

**Tuolumne County Public Works Dept: Solid Waste Manager**

The Tuolumne County Public Works Dept has an opening for a Solid Waste Manager. Responsibilities include planning, organizing, and managing the Environmental Management

Division; to direct and coordinate solid waste management activities; to provide expert professional assistance to County management staff in areas of responsibility; and to perform related work as assigned. BS in science or engineering with an emphasis in solid waste, public works, or a related field. Five years experience in related fields may be substituted for Bachelor's Degree. Three years of increasingly responsible experience in solid waste management at a level equivalent to the County's Senior Civil Engineer. Must possess a CA Driver's License and have a satisfactory driving record; Must be willing to work out of doors with exposure to heavy traffic and/or construction site hazards during field inspections. CA registration as a Civil Engineer, Geotechnical Engineer or Certified Engineering Geologist is highly desirable.

Application available at:

Tuolumne County Human Resources  
2 South Green Street  
Sonora, CA 95370  
(209) 533-5566  
[www.tuolumnecounty.ca.gov](http://www.tuolumnecounty.ca.gov)

**Silicon Valley Toxics Coalitions: Communications Coordinator**

Silicon Valley Toxics Coalition seeks a dynamic communicator who works well in a team, can maintain multiple responsibilities and can stay on top of information and tasks in a quick-paced organization committed to social change.

***Responsibilities include:***

Strategic Communications

- Participates with program staff in developing comprehensive communications strategies for each program, including messaging, media, and materials
- Participates in the development of organizational and campaign collateral, including print and web-based publications, posters, fact sheets, etc.
- Coordinates the SVTC website and drives internet advocacy, creating and disseminating regular e-communications to various lists
- Work with program and administrative staff to develop SVTC as a public source for environmental justice news as it relates to the electronics industry
- Work with Development Director to create effective messaging and materials for funders, donors, and fundraising events

Media & Public Relations

- Executes media strategies for the organization, including writing press releases, pitching stories, maintaining media database and cultivating media contacts
- Actively seeks press coverage for SVTC
- Coordinates press conferences, and other events or special projects.
- Work with organizational leadership to develop speeches, talking points for media, and overall speaking skills

Other responsibilities

- Coordinates communications and media trainings for SVTC staff
- Develops and maintains protocols for information flow within SVTC and with its partners, board, advisory councils, constituents and allies
- Manages communications budget
- Participates in organizational planning and campaign strategic development

Benefits: Package includes medical, dental, vision and retirement.

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

Additional Qualifications:

**Minimum Qualifications:**

- 3 years non-profit advocacy communications or related experience
- Exceptional written and verbal communication skills
- Extensive knowledge of the media and public relations
- Experience with internet advocacy and writing for the web
- Computer & graphic design skills
- Motivated self starter who is also a solid team player
- Demonstrated commitment to environmental, economic, and/or social justice
- Ability to work long and irregular hours

**How to Apply:**

Send a cover letter, resume, and 3 writing samples to  
Communications Coordinator Search Committee  
The Silicon Valley Toxics Coalition  
760 North First Street  
San Jose, California 95112

Or email Beth Trimarco at [btrimarco@svtc.org](mailto:btrimarco@svtc.org)

Please include: "Communications Position" in the subject line if replying by email.

**NO PHONE INQUIRIES PLEASE!**

Application Deadline: Position open until filled.

**The Nature Conservancy: Director of Marine Conservation**

The Director of Marine Conservation in California oversees all marine site-engagements and projects in the Northern and Southern California Current Ecoregions and plays a leading role in shaping marine conservation strategies for the entire Pacific Coast, seeking ways to scale up innovative approaches developed in California. The marine program in the California Chapter is at an important stage in its development. The program has several ongoing projects, including: the buy-out of Central Coast federal trawling permits and vessels in exchange for no-trawl zone designations; the leasing of kelp forests and development of best practices in kelp harvest; engagement with the State of California in the implementation of the Marine Life Protection Act and the establishment of new Marine Protected Areas; the reform of the San Diego urchin fishery; and the development of an "ocean zoning" model around Catalina Island.

**CALIFORNIA ESSENTIAL FUNCTIONS:**

The Director of the program must bring a skill set that reflects the niche that The Nature Conservancy has established in the marine arena: an ability to bring credible science and planning information to the table and facilitate engagement of ocean resource stakeholders in conservation projects; strong negotiation and deal-making skills with both individuals and institutions; a strong focus on and track record with market-based solutions to conservation problems; an ability to communicate and collaborate effectively and build relationships with a wide array of stakeholders, partners, and decision-makers; strong presentation and fundraising skills with public and private donors; a non-partisan, non-confrontational approach to conservation; and strong adherence to TNC's core values. The Director should also bring a solid understanding of the legal and policy frameworks for marine conservation and a strong grasp for the political circumstances and history of marine conservation in California. Finally, the Director must be skilled at strategic planning and managing within a matrix organization to implement the goals of the program. See below for further requirements.

**ESSENTIAL FUNCTIONS:**

The Program Director III oversees all aspects of a significant program area. Provides strategic leadership and support for the Conservancy's conservation planning work and establishes overall conservation priorities for one or more regions or major initiatives. Serves as the principle contact to government agencies, other conservation organizations, foundations and academic community. Disseminates best practices, provides training and analyses to best implement

organizational measures of success, and develops key partnerships. Geographic size and scope is that of a complex OU or multi-OU's, regional or at the national/global level. This may include one or more of the following functions:

1. Establishes the Conservancy as a major conservation partner in a regional or national/global level
2. Defines conservation priorities in a regional, national/global level
3. Leads and manages team which supports and improves conservation efforts
4. Builds strategic, scientific, and technical capacity in the field
5. Develops key partnerships with public & private organizations in order to identify and resolve technical issues and to widely communicate solutions and best practices
6. Develops innovative scientific methods, analyses, tools, and frameworks to address the natural system needs
7. Engages local community support for local conservation efforts
8. Negotiates complex and innovative solutions with government agencies and landowners to conserve and protect natural communities
9. Develops and implements conservation strategies

#### REQUIRED KNOWLEDGE & SKILLS:

1. BA/BS degree and 10+ years experience in conservation practice or equivalent combination of education and experience
2. Demonstrated experience influencing, developing and implementing conservation policy and plans at the state and/or country level
3. Knowledge of current trends and practices in relevant discipline(s) and regions
4. Developing practical applications of scientific concepts and technical innovations for conservation purposes
5. Knowledge of methods and standards of biodiversity information systems and initiatives and experience conceiving and implementing strategic initiatives.
6. Motivating team members, setting goals, and leading efforts
7. Delivering practical, adaptable products and services to customers
8. Knowledge of politics and society with respect to environmental affairs
9. Managing time and diverse activities under deadlines while delivering quality results
10. Communicating clearly via written, spoken, and graphical means in English and other relevant languages
11. Demonstrated experience in fundraising
12. Successful experience in developing, directing and managing multiple projects.
13. Demonstrated success as an inspirational manager who has successfully motivated staff to achieve and sustain excellence.
14. Demonstrated leadership and visionary qualities and able to work effectively with and through others in a decentralized and geographically dispersed organization.
15. Successful experience in partnership development (partners, community, government, etc) including extensive networking with high-level conservation contacts; political savvy.
16. Proven interpersonal, communication, and negotiation skills.

#### COMPLEXITY/PROBLEM SOLVING:

1. Negotiates complex agreements, sometimes in political environments
2. Develops and implements creative ideas to improve overall performance in conservation strategies
3. Formulates, evaluates, and decides broad organizational policies and long-term programs
4. Anticipates, diagnoses, and resolves complex problems and identifies creative solutions
5. Designs, implements, and directs complex and diverse projects, encompassing multiple programs and coordinating the work of other professionals, inside and outside the organization. Incorporates cross-disciplinary knowledge to support program objectives
6. Highly diversified work involves participation in the formulation and evaluation of broad policies and/or long-term programs, or making decisions, which typically have broad organizational impact.

7. Directs major program of strategic importance to the Conservancy through management of multi-disciplinary teams.

**DISCRETION/LATITUDE/DECISION-MAKING:**

1. Assesses decisions' potential impact on colleagues' work, public image, scientific credibility, and financial and legal standings
2. Makes decisions based on incomplete or ambiguous information and accepts associated risks
3. Makes independent strategic decisions frequently based on analysis, experience, and judgment
4. Decisions may affect organization's public image.
5. Decision may have maximum financial and/or legal impact on the organization

**RESPONSIBILITY/OVERSIGHT – FINANCIAL & SUPERVISORY:**

1. Broad management and leadership responsibility. Recruit, retain, and manage high quality and effective multi-disciplinary staff with responsibility for performance management, training and career development. Establish clear directions and set stretch objectives.
2. Management responsibility for 10+ staff members, both internal and external to the organization
3. Develops long-term strategies and achieves strategic goals and objectives
4. Identify, cultivate, and solicit major donors in support of program activities.
5. Overall responsibility for financial management of program, including setting financial goals, analyzing results, and taking corrective actions.
6. Ensure that programmatic commitments, financial standards, and legal requirements are met
7. Ensures that program complies with TNC policies and procedures and external (donor/legal) requirements

**COMMUNICATIONS/INTERPERSONAL CONTACTS:**

1. Builds cooperative relationships and collaborates with diverse groups, including land owners, conservation partners, government officials, donors, board members, and the general public, to recruit support for the Conservancy and publicize Conservancy efforts
2. Commands attention, changes tactics midstream as necessary, and manages group processes during presentations or discussions
3. May speak with and in front of varied audiences on scientific topics and the Conservancy's mission; interacts and provides input/guidance to senior managers
4. Ability to establish excellent working relationships with outside partners, state/local/federal agencies, land managers, private landowners and the academic community. Leverages constructive and effective relationships inside and outside the Conservancy.
5. Work effectively in high-tension situations and maintain composure under pressure. Diffuses high-tension situations comfortably
6. Work and communicate effectively with a diverse group of people, including scientists, preserve staff, and others, providing and obtaining needed information
7. Ability to articulate lessons learned regarding conservation initiative successes and failures
8. Ability to simplify and explain complex scientific data to general audiences
9. Creates and communicates a compelling vision; practices the Conservancy's core values.

**WORKING CONDITIONS/PHYSICAL EFFORT:**

The Program Director III may work in variable weather conditions, at remote locations, on difficult and hazardous terrain, and under physically demanding circumstances.

These conditions may:

1. require occasional physical exertion and/or muscular strain
2. present occasional possibility of injury
3. require long hours in isolated settings

This position may also:

1. require frequent travel domestically and/or internationally

2. require evening and weekend hours

**How to Apply:**

**TO APPLY:**

Interested candidates please submit cover letter and resume to [resumes@tnc.org](mailto:resumes@tnc.org). Be sure to include JOBCODE #8059/8002 MARINE in correspondence subject header. No phone calls please.

**The Global Anti-Incinerator Alliance (GAIA): Organizer**

GAIA seeks an energetic and experienced organizer to work collaboratively with allies on urgent and exciting work on a national level, including working with a coalition of community groups, NGOs, and recyclers on this issue; preventing incentives for new incinerators; supporting local campaigns across the country to stop the new plague of incinerator proposals; and strategically promoting zero waste strategies, environmental justice, social justice, and a toxics-free future. The position will be based in GAIA's Berkeley, California office, or possibly another location.

Key Duties/Responsibilities

- Network communities fighting incineration to facilitate information sharing and strategic discussions, in regions where other GAIA members are not already doing this
- Conduct effective policy development and legislative advocacy at local, state, and national levels
- Work with groups to provide technical and strategic advice, going to communities and speaking at public hearings, helping groups to find resources, and developing case studies about viable solutions, in regions where other GAIA members are not already doing this
- Research technologies, companies, proposals and related issues
- Write factsheets, letters, articles, and policy positions
- Network with related issue organizations, including clean production, climate change, renewable energy, environmental health, recycling, and others
- Communicate with GAIA's global coordination team and with GAIA members around the world

Qualifications

- At least three years successful organizing and advocacy experience
- Demonstrated ability to work well with diverse groups and build alliances
- Commitment to environmental health and justice
- Self-starter and well organized
- Strong oral and written communication skills, including public speaking, information materials development for diverse audiences (i.e., technical and lay audiences), and media outreach
- Project and budget management experience desirable
- A team player who works well with others as well as independently
- Ability to work in a second language desired
- Willingness to travel within the U.S. and likely internationally

For more information please visit [www.no-burn.org](http://www.no-burn.org).

**Deadline:** Open until filled. The target start date is the end of August 2006, or as soon as the appropriate candidate is found.

Additional Qualifications:

We value diversity and strive to create a workplace which reflects this value. We especially encourage people of color to apply. EOE/AA.

How to Apply:

Submit a statement of interest, recent writing sample, and resume to [fatou@no-burn.org](mailto:fatou@no-burn.org) (delete spaces in address). No telephone inquiries.

**Rudolf Steiner Foundation (RSF): Accountant**

Rudolf Steiner Foundation (RSF) seeks an Accountant who aspires to put her/his capabilities and experience to work in support of a social mission dedicated to a better world. Located in the beautiful and historic Presidio of San Francisco, RSF is an innovative nonprofit financial services organization that, through our loan programs, advisory services and grants, support a broad range of mission-related projects in the fields of education, the arts, the environment, sustainable agriculture, health and spiritual renewal. Reporting to the Senior Accountant, the Accountant's responsibilities will include the daily maintenance of the general ledgers and client accounts; reconciliation of specific accounts, including banking and securities; the processing of all accounts receivable and accounts payable; and assisting in the regularly scheduled closing of our accounting books. There may be opportunities to take on other responsibilities consistent with the Accountant's abilities. RSF offers a competitive compensation package that includes employer-paid medical, dental, and long-term disability insurance, along with a retirement savings plan and a starting salary range of \$30,000 to 40,000 per annum depending on qualifications. RSF is an equal opportunity employer.

Additional Qualifications:

The successful candidate will have at least a BS degree in accounting and preferably two years of accounting experience. We require good communication and financial analysis skills, problem-solving initiative, and an effective working knowledge of generally accepted accounting principles.

How to Apply:

If you are interested in joining us, please submit your resume in MS Word format attached to an email, with a cover letter explaining why you are interested in working with RSF, to: [HR@RSFSocialFinance.org](mailto:HR@RSFSocialFinance.org). No phone calls please.

**Friends of Sausal Creek: Restoration Program Coordinator**

The Friends of Sausal Creek (FOSC) in Oakland, California, is seeking a Restoration Program Coordinator (Project Manager) to support the field operations of the group. The Friends are a community-based partnership of residents, teachers, students, merchants, and elected officials working together to improve the Sausal Creek Watershed, with an ultimate vision of a healthy riparian corridor linking the hills and the Bay.

The Restoration Program Coordinator will be responsible for maintaining our on-going community-based watershed restoration efforts and for managing shorter term restoration projects taken on by FOSC. The Coordinator will work closely with the Nursery Manager under the direction of the Executive Director to effectively achieve objectives and goals set out by the group. FOSC Restoration and Nursery Programs rely on volunteer labor, so outreach to and coordination of volunteers is an essential part of the job.

This is a staff position, without benefits. The term of the job is one year, from September 15, 2006 to September 15, 2007, with potential to renew the position. The rate of pay is \$18.00 - \$20.00 per hour (depending on the skills of a successful applicant); the number of hours required is 15-20 per week. The Coordinator will be responsible for their own transportation and computer. Worker's Compensation provided.

The coordinator must have adequate knowledge of the theory and practice of ecological restoration. A degree in a related field of study or two years work experience in the field is required. S/he must enjoy working with people, and should have experience coordinating groups of volunteers. The successful candidate will be able to:

- Plan and implement field projects and events;
- Develop and follow work plans and time lines

- Work independently and also accept feedback from volunteers, peers and the Restoration Committee
- Communicate effectively both orally and in writing
- Facilitate groups of volunteers
- Engage in some computer work, with a good working knowledge of word-processing & databases

The Restoration Program Coordinator's 15-20 hour workweek will be roughly comprised of three to five hours of program development, three to five hours of volunteer facilitation, three to five hours of outreach, and three to five hours of administrative duties including meetings. The Restoration Program Coordinator is responsible for implementing or overseeing implementation of the following tasks:

#### Field Program Development

- Walk FOSC project sites periodically
- Report to and work with the Restoration Committee on project sites, status and plans
- Work with Nursery Manager to develop planting plans for project sites
- Develop and follow restoration work plans for project sites
- Map project sites (if funding becomes available)

#### Volunteer Facilitation and Outreach

- Establish yearly field project priorities and organize community volunteer work days to support annual objectives and goals
- Discuss work details with FOSC general membership (via email and attendance at General Meetings)
- Maintain communication with City personnel
- Schedule and implement work parties; Arrange for materials, tools, and group leaders
- Contact public and private schools and community-based groups within the watershed explain the FOSC mission and programs and solicit time commitments to match community groups with FOSC programs
- Provide program and watershed information as requested by community members
- Help facilitate volunteers to staff the FOSC table at large community events
- Update the volunteer calendar on the website quarterly
- Attend FOSC general meetings (third Weds. of the month) and announce and report activities

#### Administrative Duties

- Organize, store and share information on volunteer attendance, square footages of area cleared and planted, volumes of weeds removed and numbers of plants out planted
- Prepare and submit monthly timesheet and expense invoice
- Create and submit documents requested by the ED, Board or Restoration Committee for fundraising or other purposes as needed

To apply, please email a resume and cover letter to Sara Marcellino at [coordinator@sausalcreek.org](mailto:coordinator@sausalcreek.org).

#### **National Parks Conservation Association: Senior Program Coordinator**

The Sr. Program Coordinator's primary role will be to manage and implement the administrative functions of the Pacific Regional Office (PARO) including managing all office functions and maintaining program and administrative files. He/she will also assist the Pacific regional staff (Regional Director, Regional Development Director, Program/Field staff) in scheduling, managing, and implementing meetings and events, preparing reports, creating newsletters and other publications, and handling correspondence. The Sr. Coordinator will also provide program support when necessary. She/he will also coordinate actions, products, and strategies closely with the other NPCA staff (i.e., Development, Government Affairs, Communications, Finance

etc.) in the national office, and will be expected to help with regional events, conferences, and other related work.

Essential Functions:

1. Manage and implement all office functions including but not limited to: file maintenance, supply orders, interfacing with vendors, and equipment maintenance and ordering. 30%
2. Provide administrative support to the Regional Director, Development Director, and Program Managers including scheduling, travel, meetings, etc. 10%
3. Assist with planning and implementing events, conferences, etc., including meetings/events of the Field offices, the PARO Regional Council, fund-raising events, tours, VIP trips, hearings, briefings etc. Activities include managing logistics, invitations, follow-up etc. 25%
4. Coordinate various publications (newsletters, monthly reports, brochures, posters, larger publications), from soliciting ideas and articles to overseeing design and printing. 20%
5. Maintain various databases such as Regional Council list, Regional Membership list, political asset lists, and more. 5%
6. Coordinate the completion of reports/updates for Regional Operations, Communications, Government Affairs, Development, and Operations/Finance. 5%
7. Perform other related duties as required and assigned. 5%

Promotes policies that are sensitive to the needs of a diverse workforce. Respect employees regardless of their position or background. Participates in developing department goals, objectives, and systems. Participates in administrative staff meetings, organization-wide meetings, staff committee meetings, training programs, and attends other meetings and seminars as designated by the supervisor. Assists in evaluation of reports, decisions, and results of department in relation to established goals. This job description in no way states or implies that these are the only duties to be performed by the employee in this position.

Tour of Duty:

35-hour work week. Flexible hours scheduled between 8:30am – 5:30pm, Monday through Friday

Occasional regional travel required for meetings and events (Bay Area, Stockton, Fresno, Joshua Tree, rest of Pacific region). Other required travel: Three day travel to Washington D.C. for new employee orientation; annual one week staff retreat (November) in Washington D.C.; annual one week regional staff retreat (spring) in a national park setting that changes each year.

Scope of Position:

The Sr. Program Coordinator will ensure that the Pacific Regional Office operates smoothly, efficiently, and professionally. The coordinator will help create and maintain a goal driven, highly motivated, team environment where everyone's efforts are ultimately trained on NPCA's mission. The coordinator will ensure that the logistical, support and administrative functions of the Pacific Regional Office and its programs are executed on time with a focus on quality and accurateness.

Job Qualifications:

Proven ability to manage time effectively, coordinate multiple projects, handle details, work effectively under pressure with minimum to moderate supervision. Demonstrated ability to work effectively on a team, to manage and meet deadlines, and to produce high quality work is required. Three years of relative experience. Must be comfortable working collaboratively on a daily basis as part of a closely-knit team of professional colleagues. Professional presentation and excellent writing and oral communications skills are essential. Proficiency in MS Word, MS Excel, MS PowerPoint and effectively utilizing the Internet is required.

How to Apply:

To apply, please send or e-mail resume, cover letter, and salary requirement to:

National Parks Conservation Association  
1300 19th St., N.W.  
Suite 300  
Washington, DC 20036  
e-mail: [hr@npca.org](mailto:hr@npca.org)  
fax: 202/659-0650

**Student Conservation Association: Western Grants Specialist**

SCA, the nation's leading conservation service organization for young people has an exciting opportunity in our Advancement Department. We are seeking a Western Grants Specialist for our Oakland, CA office. This position will work with Advancement, partnership development and program staff to achieve SCA's regional and national fundraising goals. The Grants Specialist will write compelling and accurate LOI's, proposals, reports, etc., assuring the highest quality and creativity in such materials. The focus of the position will be institutional leadership donors (foundations and Corporations) in the western United States.

Benefits:

\* Health and Dental \* Basic Life Insurance \* Short Term Disability \* Long Term Disability \* Flexible Spending Account \* 403b Savings Plan \* Generous Paid Time Off \* Community Service Leave \* Casual Dress

Additional Qualifications:

- Bachelor's degree in creative writing, business, or related field with a minimum of 2 years of professional fundraising experience.
- Excellent writing, editing and communication skills – writing samples will be requested.
- You must be detail-orient and have the ability to multi-task.
- Strong MSOffice skills particularly in MSWord, Excel and Outlook combined with multi-tasking skills are required.
- The ability to work both independently and as a cooperative team member a must.
- Knowledge of Raiser's Edge fundraising software a plus though willing to train the right person.
- Willingness to travel and a valid driver's license with MVR that meets SCA's standards necessary.

How to Apply:

Please send cover letter and resume to Jay Watson, Western Regional Director, 655 13th Street, Suite 100, Oakland, CA 94612 or email [Jwatson@thesca.org](mailto:Jwatson@thesca.org).

**Golden Gate Audubon Society: Eco-Oakland Program Manager**

The Eco-Oakland Program Manager is the primary staff person responsible for managing and implementing Golden Gate Audubon's Eco-Oakland Environmental Education Program, in keeping with the mission and goals of Golden Gate Audubon. The Eco-Oakland program is a year-round, place-based, hands-on environmental education program that serves the underserved, low-income community of East Oakland, which is largely Spanish speaking. The program is designed to inspire stewardship in the local community and increase academic achievement. The program focuses on 2nd through 5th grade students and their families.

The Eco-Oakland Program Manager works cooperatively with other staff, volunteers and partners to implement the program. The Program Manager is responsible for ensuring the successful completion of project deliverables, supervising program staff and volunteers, building relationships with the East Oakland community, and establishing and maintaining good working relationships with agencies and partner organizations.

Key Responsibilities:

- **Planning and Managing Eco-Oakland Program:** In collaboration with Executive Director, and other program staff, plans and manages the Eco-Oakland program, including project staffing, program development, raising and managing project funds, and strengthening community relations. Works with other program staff, committees and community members to identify program needs and develop solutions. Works in collaboration with other Eco-Oakland staff to develop program, including attending community advisory committee meetings and contributing to curriculum and programming design, program evaluation methods, and alignment with educational standards and community needs.
- **Implementing Program within East Oakland:** Working with staff, volunteers, consultants and partners, implements the Eco-Oakland program and provide oversight of project deliverables, including program planning and scheduling, managing and obtaining program materials, teacher trainings, classroom and family programs (including in-class programs, field trips and related restoration activities).
- **Managing and Organizing Program Staff and Volunteers:** Responsible for managing, training and deploying a small team of consultants and interns and many volunteers working to execute the Eco-Oakland program.
- **Building Community Relationships:** Builds relationships with community members, schools and other organizations within the bilingual East Oakland Community. Coordinates with community organizations to build partnerships.
- **Representing Golden Gate Audubon to the Public:** Conducts outreach and education activities related to the Eco-Oakland program, including writing articles for The Gull, developing brochures and web material, and, where necessary, making public presentations and doing outreach to the media and funders, as well as representing Golden Gate Audubon and the Eco-Oakland to other environmental organizations.

#### Additional Qualifications:

A successful candidate must possess:

- A bachelor's degree or equivalent, preferably in environmental education, multi-cultural education, education or another field related.
- Demonstrated success managing and implementing environmental education or community-based programs.
- Experience managing programs and staff and working actively with volunteers.
- Experience working with diverse, underserved communities. Familiarity with Bay Area communities a plus.
- Written and verbal fluency in Spanish.
- A sense of humor and the ability to work flexibly and productively in a small environment. Must be a dedicated team-player.
- Excellent writing, public speaking and outreach/education skills.
- Excellent administrative and organizational skills.
- Familiarity with East Oakland community or other diverse, underserved communities, preferably in the Bay Area.
- Proven fundraising experience.
- Experience managing, training or working actively with volunteers.
- Familiarity with local bird wildlife conservation issues a plus.
- Expertise in Bay Area bird conservation, wetlands restoration or multi-cultural community-based programs a plus.

#### How to Apply:

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

#### **California Wilderness Coalition: Desert Program Director**

The California Wilderness Coalition (CWC) seeks an energetic and experienced individual to direct its conservation work in the California desert. CWC's desert program includes: working to

win more wilderness on public lands, fighting against irresponsible development proposals in wild areas, and building a stronger constituency for conservation in the California desert. The responsibilities for the Desert Program Director include: supervising desert program staff, interns, and volunteers, fundraising, organizing local communities, drafting agency and legislative comments and activist materials, working with elected officials and policymakers, organizing media events, developing political strategies, and creating a broad coalition beyond traditional conservation allies. For more information on CWC, go to <http://www.calwild.org>.

Additional Qualifications:

Candidates should be experienced in all aspects of legislative and administrative advocacy and well-versed in environmental policy. A graduate or law degree is strongly preferred. Superior public speaking and writing skills and a keen political sense are essential. The position will be located in Riverside, California, and travel is required within California. Salary is based on a non-profit scale and commensurate with experience. This position receives full benefits. We particularly encourage women and people of color to apply.

How to Apply:

Send resume and cover letter to:  
Hiring Director  
Email: [jobs@calwild.org](mailto:jobs@calwild.org)  
Deadline: September 22, 2006

**Goldman Environmental Foundation: Communications Officer**

The Goldman Environmental Foundation was established by Richard & Rhoda Goldman in 1990 and administers the Goldman Environmental Prize, the world's largest prize for grassroots environmentalists. The Goldman Prize is given each year to environmental heroes from six geographic regions: Africa, Asia, Europe, Australia & the Pacific, North America, and South & Central America. Since 1990, the Prize has been awarded to 113 extraordinary activists from 67 countries. The Prize ceremony is held each April at the War Memorial Opera House in San Francisco along with a Prize tour in Washington, D.C.

The Richard & Rhoda Goldman Fund, a private foundation established in 1951, reflects the founders' long-term commitment to support charitable organizations, most of which are located in the San Francisco Bay Area, that work within a vast array of fields, including environment, Jewish Affairs, population, and quality of life in the San Francisco Bay Area. The Fund also provides significant support for programs in Israel. The Fund's endowment is approximately \$400 million with annual giving currently in the \$40 million range.

The staffs of the Fund and the Prize share office space in the Presidio and are led by the same executive director. While they are two separate entities, they operate closely together. The Communications Officer will work with a small team, reporting to the Executive Director and Deputy Directors and be a key staff person working to communicate the work of the Goldman Prize and Goldman Fund.

Responsibilities:

This position includes, but is not limited to, the responsibilities listed below:

- Coordinate communications activities in conjunction with public relations contractors and media stringers;
- Produce press information and background materials for the Prize and Fund;
- Write and edit press materials for the Prize including general announcement and backgrounders for Goldman Prize winners;
- Assist with editing speeches and setting up media interviews;
- Produce newsletter, yearbook, annual report, and other materials for the Prize and Fund, and coordinate production, printing, and mailings with vendors;

- Assist with local, national, and international media projects as they develop;
- Edit Prize docket prior to submission to Jury;
- Produce and disseminate media kits and other press materials;
- Maintain and develop communications technology, including the Prize and Fund web-sites;
- Assist the Goldman Prize Deputy Director and Event Coordinator with communications-related ceremony projects and tasks;
- Manage photo, video, press release and news print libraries;  
Fulfill requests for media materials and handle duplications;
- Monitor daily print and broadcast media; maintain press contacts database;
- Other communications and media assignments from President, Executive Director and Deputy Directors as needed.

Qualifications:

- Bachelor's degree and minimum 3 years communications experience, including project management skills;
- Outstanding written and oral communication skills;
- Attention to detail and highly organized;
- Excellent editing skills;
- Experience with Photoshop and other imaging software;
- Experience in working with printers, graphic designers and media professionals;
- Ability to be flexible, juggle multiple priorities, work independently and take initiative;
- Ability to work cooperatively and discreetly with a small staff, perform under pressure, and maintain a sense of humor.

How to Apply:

Send cover letter and resume to:  
Communications Officer Search  
Goldman Environmental Foundation  
P.O. Box 29924, SF 94129  
Fax: 415-345-9686  
Email: [resumes@goldmanprize.org](mailto:resumes@goldmanprize.org)

**NO PHONE CALLS PLEASE!**

For additional information please see our web-sites:  
<http://www.goldmanprize.org> and <http://www.goldmanfund.org>

**Green Corps: Environmental Leadership Program**

Green Corps: our full-time, paid Environmental Leadership Training Program gives you a year of in-depth training and experience with leading environmental groups like the Sierra Club, and League of Conservation Voters and Greenpeace.

Organization

Green Corps is the non-profit Field School for Environmental Organizing, founded by leading environmentalists in 1992 to identify and train environmental leaders. Our year-long program includes intensive classroom training, hands-on experience running urgent environmental and public health campaigns, and placement in permanent leadership positions with leading environmental and social change groups.

Training

Our intensive classroom training features workshops such as Global Warming Strategy, Corporate Accountability Campaigns, Community Organizing Against Toxic Threats and Effective Media: Messaging and Framing. Workshops are lead by the nation's top environmental and social change leaders, such as Adam Ruben, Political Director of MoveOn.org, Bob Bingaman, National Field Director of Sierra Club, and Ross Gelbspan, climate change expert and

author of *The Heat is On* and *Boiling Point*. Our field training puts you on the front lines of today's most urgent environmental campaigns.

#### Locations & Dates

Our campaigns take place nationwide. The program begins in August 2007, with the Introductory Classroom Training in Boston, and concludes with graduation in August 2008.

#### Responsibilities

Plan and implement a series of critical environmental campaigns with groups like Rainforest Action Network, Sierra Club and Greenpeace. You will secure media coverage, recruit and manage volunteers/interns, train new leaders, and mobilize grassroots pressure.

#### Career Development

Our graduates are in high demand and quickly find jobs working on issues they care about. Upon completion of the training program, Green Corps will connect you to organizations that are seeking full-time professional staff. Green Corps' graduates hold leadership positions with MoveOn.org, Sierra Club, Greenpeace, Global Exchange, Rainforest Action Network, Natural Resources Defense Council, Friends of the Earth, ForestEthics, and many other environmental and progressive groups.

#### Qualifications

We will invite 25 recent college graduates to join Green Corps in 2006-2007. We are looking for people who are serious about saving the planet, have demonstrated leadership experience, and want to work for change over the long haul.

#### Salary & Benefits.

Salary of \$23,750. Optional group health care coverage, paid sick days and holidays, two weeks paid vacation, and a student loan repayment program for qualifying staff.

#### How to Apply:

To apply for Green Corps' 2007-2008 Environmental Leadership Training Program, fill out our online application. Regional deadlines, campus interview dates, and online application are at <http://www.greencorps.org>.

Find out more at <http://www.greencorps.org> or contact Jesse Littlewood, Recruitment Director, at [jobs@greencorps.org](mailto:jobs@greencorps.org), or 617-426-8506.

#### **Global Fund for Women: Program Assistant**

The Global Fund for Women is an international grant making foundation that supports groups working to advance the human rights of women and girls. We work in partnership with groups addressing issues that include but are not limited to: Building Peace & Ending Gender-Based Violence; Advancing Health and Sexual & Reproductive Rights; Expanding Civic & Political Participation; Ensuring Economic & Environmental Justice; Increasing Access to Education; and Fostering Social Change Philanthropy. Since its inception in 1987, the Global Fund has granted over \$50 million to more than 3,000 women's groups in 162 countries. The Program Assistant will provide administrative support to the VP of Programs and to other Program functions as assigned in the organization.

#### Essential Job Functions:

##### Program Assistance

- Providing back up to the VP with scheduling and follow up on specific projects
- Assisting with preparation of reports and presentations, and with other administrative tasks as assigned
- Inputting a high volume of grant proposal data entry into the Filemaker Pro database
- Updating information in the database, and assisting in materials preparation for Board meetings

- Supporting other aspects of GFW's work in preparing information for donors and helping with mailings
- following GFW policies and procedures
- ad hoc projects

Required Knowledge, Skills, and Abilities:

- Strong organizational skills and attention to detail and follow up
- Ability to work independently and as part of a team
- Cross-cultural understanding and sensitivity in communicating with board members, staff, and applicants overseas
- Ability to manage several tasks simultaneously
- Flexibility and willingness to assume a range of unanticipated assignments
- Familiarity with Macintosh computers, including skills in Microsoft Word, Filemaker Pro, Excel and e-mail and internet applications
- Good writing skills and good working knowledge of geography

Preferred:

Fluency in French, Spanish or Portuguese

Education and Experience:

- Bachelor's degree
- a minimum of two years of administrative experience and general familiarity with non-profits

Start Date and Compensation:

The projected start date for this position will be November 6, 2006. The Program Assistant will work part time (24 hours per week) and is a non-exempt position with a compensation of \$15.63/hr, plus excellent benefits.

The Global Fund for Women is committed to working globally and addressing inequities. In line with this global lens, it is our policy to actively seek a diverse pool of candidates, from a variety of backgrounds, who are committed to the mission and vision of the Global Fund.

How to Apply:

- Applications and all supporting documents must be postmarked by September 22, 2006. The Selection Committee will review all applications immediately following the closing date. Applicants will be notified of their status by October 30, 2006. Please submit an original of the full application to the Global Fund for Women office by mail or email (see below).
- All pages of the application should be typed in a reasonable size font (10-14 pt.), single-spaced and double-sided to conserve paper. Please do not submit applications in folders or binders. If emailed, all documents should be in Word format. Each application package should include the following:
  - Cover letter with the applicant's current contact information
  - Resume (including detailed work experience, education/degrees, and references with complete contact information)

All applications and supporting documents should be sent to us by email or mail to:

[jobs@globalfundforwomen.org](mailto:jobs@globalfundforwomen.org)

or

Program Assistant (PAst1-06)

Global Fund for Women

Attn: Human Resources

1375 Sutter Street, Suite 400

San Francisco, CA, USA 94109

NO PHONE CALLS PLEASE!

### **The Nature Conservancy: Production Manager**

The MRC Production Manager is a creative and highly skilled professional responsible for managing the design, production and distribution of marketing materials and publications as directed by an approved State or Country program marketing plan. S/he is a key member of the Marketing Resource Center (MRC) team and works to achieve the outcomes identified in the marketing plan thereby supporting The Nature Conservancy's key strategies by:

- Implementing marketing interventions that will identify major gift donors
- Supporting partnership development to deepen conservation efforts, and
- Building brand awareness to create influence among key audiences

Responsibilities include managing the design and production of its diverse range of publication projects and print materials, maintaining consistent visual image and writing style, soliciting and securing project bids and contract negotiations. Works with outside vendors to manage production schedules and procedures, press checks, and proofing. Coordinates scheduling and mailings with production counterparts, and fulfillment and mailing houses. Interprets and administers documentation/communication policies and procedures. Exercises quality control over documents intended for external distribution.

#### Duties:

1. Manages the design and production of communications materials, such as newsletters, magazines, annual reports, brochures, reports, electronic presentations, invitations, Web graphics and exhibits as part of the execution process of an approved OU marketing plan.
2. Maximizes use of TNC templates whenever possible. Follows visual identity standards.
3. Works collaboratively with Marketing Programs staff at the Worldwide Office (WO) to create synergy between materials for all projects. Oversees the application of Conservancy design principles to ensure consistency with visual identity system.
4. Recruits and manages vendors and volunteers who provide services related to visual communications including graphic and Web designers, printers, illustrators, mail houses and the post office.
5. Guides development of production schedules and tracks projects from concept to completion to assure quality. Provides cost estimates and schedules for new projects. Reviews invoices to ensure accuracy and prepares cost summaries of completed projects. Manage MRC team use of project management tool to manage production activity.
6. Collaborates with MRC team to produce deliverables outlined in approved marketing plan.
7. Facilitates collaboration between World Office photography staff and outside design firms to implement visual identity guidelines in all communications materials.
8. Completes simple production art necessary for Web use or printing purposes.
9. Adheres to TNC contract and purchasing standards

#### Requirements:

1. Personal passion for preserving and protecting the natural world with a belief in the mission, principles, and values of The Nature Conservancy's global approach to conservation.
2. Bachelor's degree and at least five years of experience in a visually-oriented communications or advertising job, preferably managing in-house or freelance design and/or production teams. At least 3 years should include print production and project management.
3. Creative eye for design of printed and electronic materials, with working knowledge of design elements and application, as well as production technologies. Understanding of the professional practices in graphic design, photography and standard business practices.
4. Experience working with outside vendors and internal team members, from concept, through to production and distribution. Experience managing production schedules and procedures, press checks, and proofing, as well as coordinating scheduling and mailings with production counterparts, and fulfillment and mailing houses.
5. Knowledge of standard digital and color formats used in print and web.

6. Excellent proofreading skills. Knowledge of AP style a plus.
7. Strong computer skills. Primary skills in Windows-based Quark Xpress, Adobe Illustrator, Adobe Photoshop, and Microsoft Word and PowerPoint. Secondary skills in Web-based email, internet, and Excel.
8. Strong verbal skills and clear, collaborative style necessary in working with vendors and effectively negotiating quotes and contracts.
9. Willingness to travel.

How to Apply:

To apply for this position, please reference the job title in your correspondence and forward a cover letter and resume to [vacancies@tnc.org](mailto:vacancies@tnc.org). Absolutely no phone calls accepted.

Apply by September 30, 2006.

The Nature Conservancy is an Equal Opportunity Employer.

**Save-the-Redwoods League: Annual Fund Manager**

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

The Annual Fund Manager oversees all aspects of the annual fund program including: direct mail, electronic fundraising, honor and memorial donations, membership services and gift administration in order to strengthen relationships with current members below the major donor level, increase giving and expand the organization's membership base.

As a member of the senior development team, the Annual Fund Manager is responsible for the accurate and efficient use of the donor database and provides data analysis to inform fundraising strategies. The Annual Fund Manager supervises the League's direct mail consultants, the Database and Member Services Administrator, Membership Coordinator, and vendors.

The ideal candidate for this position will have had at least three years of proven success managing non-profit direct mail and membership programs, an excellent understanding of donor databases, preferably Raiser's Edge, and the ability to supervise, train and motivate staff.

The Position:

- Works with the Director of Development and direct mail consultants to direct strategy, design and implementation of all direct mail solicitations to enhance and expand the number of donors and prospects through acquisition, renewal, sustainer and special appeal solicitations. Manages a detailed schedule of direct marketing activities and ensures the appropriate review of copy and mailing list selection. Ensures that all reporting requirements related to contacts with fundraising firms and charitable registrations are met.
- Manages the on-line giving program with the support of the Communications Director and webmaster to increase annual participation. Develops and executes initiatives to encourage new members to join and existing members to renewal online. Researches, evaluates and recommends upgrades to on-line giving technology. Provides oversight for the League's honor and memorial tree planting programs and assesses new opportunities to promote and cultivate program participation.
- Works with Major Gifts and Planned Giving Officers to determine solicitation strategies for increased giving opportunities within the Leadership Society (donors between \$1,000 – \$4,999) including direct mail solicitation. Develops strategic donor recognition opportunities and facilitates the transfer of these donors between programs.

- Ensures that all member and general public interactions with the League's membership department are of the highest quality possible, prioritizing accurate donor records and timely gift acknowledgements. Coordinates two to three membership receptions/events annually. Coordinates member benefits program for donor levels of \$999 and below. Manages the Evergreen Society (sustainer) program creating and implementing opportunities for annual participation.
- Provides oversight for the design, implementation and maintenance of the League's donor database (Raiser's Edge.) Conducts thorough data analysis, research and reports on donors, prospective donors, and giving trends for internal needs and external fundraising consultants. Works in conjunction with Communications department to provide appropriate and accurate mailing lists for the League's publications.
- Prepares and manages Annual Fund expense and revenue budgets to meet revenue targets and stay within expense budget. Works closely with Finance department and manages monthly auditing of donor records for accuracy and donor restrictions.
- Supervises the Database and Member Services Administrator and Membership Coordinator. Provides feedback and training to enhance efficiency and customer service to members and the general public. Manages all aspects of the League's relationships with direct mail and on-line fundraising consultants and vendors.

Additional Qualifications:

- Bachelor's Degree or equivalent
- Proven track record of five or more years progressively responsible experience in fund development with a minimum of three years experience managing non-profit direct mail and membership programs.
- High proficiency with MS Office, Outlook, Word, and Excel required. Knowledge of donor databases, preferably Raiser's Edge and Crystal Reports.
- Excellent verbal and written communication skills, exceptional interpersonal skills, strong organizational skills, attention to detail.
- Outstanding analytical, creative and strategic thinking skills.
- Demonstrated ability to supervise, train and motivate staff.
- Self-directed with the ability to work confidently and as team member.
- Proven experience with the delivery of excellent customer service.
- Experience working with volunteers at all levels.
- A strong commitment to the mission of Save-the-Redwoods League.

How to Apply:

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

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

**Natural Resources Defense Council (NRDC): Senior Development Associate**

The Natural Resources Defense Council (NRDC) is a non-profit national environmental advocacy organization with more than 1.2 million members and online activists. We have offices in New York, Washington, D.C., San Francisco and Los Angeles. Our staff of 275 includes attorneys, scientists, policy analysts and educators working to protect the environment and public

health through advocacy and education.

Position Summary:

NRDC seeks a senior development associate for its Northern California development office. Based in San Francisco, this position is an exciting opportunity to join a dynamic team with ambitious goals and assist in the fulfillment of NRDC's fundraising objectives. NRDC's Northern California Development department manages major gifts, special events, and oversees NRDC's affiliate group of business leaders, E2 (Environmental Entrepreneurs). The development team also supports membership initiatives and other national development activity. The senior development associate will play a critical role in supporting and producing special events and help build the major gifts program for NRDC in Northern California. In addition, the senior development associate will assist in the development of cultivation opportunities and strategies to attract new major donors in the Bay Area, including the development of new volunteer groups.

Essential Functions:

- Assists in staffing the San Francisco Council, an emerging group of young leaders engaged in supporting NRDC. Organize SF Council events, plans and prepares monthly meetings, manages program involvement, and other council activities;
- Manages key elements of NRDC's San Francisco Benefit such as: mailings to Benefit Committee members, list management, product donations, printed materials;
- Maintains itineraries, provide donor research and assist in preparing materials and logistics for donor meetings for development and senior staff;
- Organizes 3-6 cultivation events annually;
- Prepares fundraising reports, letters and acknowledgments for major gift donors.
- Performs other projects as assigned.

Skills and Knowledge Requirements:

- A bachelor's degree is required
- A minimum of 5 years experience with at least 2 – 3 years in development or special events
- Excellent writing, analytical skills and strong interpersonal skills
- The ability to manage multiple projects, meet deadlines and be detail-oriented
- Must be a self-starter and able to work both collaboratively and independently
- Knowledge of Microsoft Office Word, Excel, Outlook, the Internet; familiarity with spreadsheets and databases required.
- Knowledge of fundraising software a plus.

We offer competitive salaries, excellent benefits, and a pleasant working environment and are committed to workplace diversity.

How to Apply:

Applicants should send cover letter including salary requirements, resume and writing sample to [hr@nrdc.org](mailto:hr@nrdc.org) by September 29, 2006. No phone calls or faxes. Please reference where you saw this posting. NRDC is an Equal Opportunity Employer.

For further information about NRDC, please visit <http://www.nrdc.org>.

**Sierra Club: Seasonal Brochure Editor**

Sierra Club, a leading national environmental organization, seeks person with one year prior editorial experience to support its Outing Department. This temporary (4 months), part-time (20-

30 hrs/week) position will assist in production and editing of trip brochures. This placement will help manage trip information and interact with members and volunteer leaders.

Additional Qualifications:

Previous office experience and demonstrated typing skills required.

How to Apply:

Please send cover letter/resume (**specifying "Major Seasonal Brochure Editor" in the subject line**) to: [resumes@sierraclub.org](mailto:resumes@sierraclub.org)

<http://www.sierraclub.org>

Sierra Club is an EOE committed to a diverse workforce.

**Greenpeace: Organizing Term Coordinator**

The Greenpeace Student Program was created to train and mobilize a diverse new generation of environmental leaders to win Greenpeace campaigns. The primary programs are the Greenpeace Student Network and the Greenpeace Organizing Term (GOT). The GOT is a semester or summer-long environmental training program filled with training, travel, and action. The GOT prepares the country's best emerging student activists to mobilize their campuses on Greenpeace campaigns. Students learn through more than 50 training's, hands-on campaign work, mentorship from staff, teamwork, and by mobilizing students across the country. Coursework includes grassroots organizing, strategic campaign planning, direct action climbing and boating, nonviolence, working with the media, building groups, leadership, and Greenpeace values, history, and current campaigns. The GOT includes a weeklong trip abroad for students to meet international Greenpeace activists.

Priorities include:

- Training and coaching students in classroom, campaign, and one-on-one settings;
- Working with campaign staff and the student organizing manager to design and manage student campaign work;
- Recruiting trainers;
- Refining and developing specific training's as well as overall curriculum;
- Managing students and logistics during international trip; and
- Frequent evaluations of the program.

This position will report to the student-organizing manager. In the absence of the student-organizing manager, the team member will report to the grassroots outreach director.

Responsibilities:

- Run and review training's for students in the program.
- Develop and run inspiring training's on a range of campaign and organizing topics: from the basics of recruitment, phone-banking, petitioning, to writing a press release, making a campaign plan, etc.
- Manage the student group throughout the semester, provide feedback and motivation to each individual GOT participant, help foster GOT team and leadership development,
- Recruit trainers internally from Greenpeace and externally from organizations and allies to do individual training sessions throughout the semester and provide training outlines; and
- Provide weekend and weeklong training's and skill-shares for key Greenpeace organizers.
- Implement and manage student component of Greenpeace campaigns in select parts of the country.
- Achieve agreed-upon campaign objectives and student grassroots organizing strategy with the Greenpeace campaign teams and create campaign plans, creative tactics and events.
- Oversee program GOT student participants' involvement in Greenpeace campaigns;
- Write, or assist in writing, press releases and in planning media strategies; and

- Represent Greenpeace at public events, grassroots activists groups and in the environmental community at large.
- Liaise with the Communications, Development, or Campaign Teams on approved projects.
- Develop project budgets and monitor program budget. Maintain all management and evaluation systems. Maintain contact management systems and update contact information databases regularly.
- Perform other job-related duties as requested or assigned by the student organizing manager.

Performance Evaluation:

1. Student satisfaction with programs based on surveys and regular evaluations.
2. Campaign and programmatic results versus objectives.
3. Recruitment and retention results versus objectives.

Qualifications:

Education: BA/BS Degree preferred or equivalent experience.

Experience/Accomplishments:

- A minimum of two years experience as a grassroots organizer.
- Proven ability to develop grassroots leaders, inspire activists, and build lasting long-term relationships.
- Proven ability to work both independently and in close coordination with a team.
- Prior experience as a trainer or educator.
- Strong skills and experience in key campaigning areas: public speaking, activist training, strategic planning, organizing people around an issue, oral and written communication, and problem solving skills.
- Ability and willingness to travel.
- Proven leadership.
- Commitment to non-violence as a means of affecting change.

Preferred Additional Attributes:

Bilingual (English/Spanish)

The position will last from September through December 2006.

**Flex Your Power: Writers and Outreach Coordinators**

Flex Your Power (<http://www.fypower.org/>), California's energy efficiency marketing and outreach campaign, is hiring skilled writers and outreach coordinators.

Outreach Coordinators must have strong communication and organizing skills. An ideal candidate will have experience working on campaigns and/or working in an environmental field. Applicants must be self-motivated, persuasive, well-spoken and have excellent phone skills.

Writers must have outstanding research, writing, editing, and project management skills, in addition to an excellent understanding of marketing/outreach communications strategy. Content for both online and offline will be assigned, covering a wide array of energy-related information.

We are looking to hire immediately. Both positions require strong organizational skills. The work environment is professional, self-directed and teamwork-oriented. Send resumes and cover letters to [jobs@fypower.org](mailto:jobs@fypower.org) or fax to 415-775-4159.

Compensation: Salary is commensurate with skills and experience.

**City of Oakland: Environmental Services Manager**

Closing Date: September 22, 2006 4:00PM

Salary/Work Week: \$9,344 to \$11,473/month, 37.5 hrs/week

For more information, please visit:

<http://www.oaklandnet.com/government/jobs/EnvironmentalServicesManager.html>

**Environmental Defense: Pacific Fisheries Analyst**

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.

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 is an Equal Opportunity Employer. Women, minorities and the physically challenged are encouraged to apply.

### **Environmental Defense: Deputy California Regional Director**

#### About Environmental Defense:

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.

#### Qualifications and Experience:

The Deputy Regional Director should possess the following qualifications and experiences, or their equivalents:

- Substantial environmental policy or program experience, having engendered respect as a thought-leader and policy professional in issues related to the environment; experience with California water issues and ecosystem restoration and protection desired;
- An advanced degree, preferably in law, economics, a scientific discipline, or an environmental field of study;
- Ability to work cooperatively with an interdisciplinary team of professionals to achieve concrete results; a track record of developing and implementing practical solutions to complex problems;
- Outstanding writing, presentation and communication skills; exceptional verbal communication and negotiation skills;
- Knowledge of California environmental policy issues, politics, and/or businesses, organizations and individuals that influence environmental policy;
- Demonstrated ability to help in fundraising and communications efforts that result in increased funding from foundations, institutions and individuals.

#### Personal Characteristics:

Ideally, the individual should exhibit the following:

- A passion for protecting the environment and the ability to work cooperatively with groups and individuals with different objectives;
- An entrepreneurial spirit, with the energy and enthusiasm for communicating the vision of the organization in a way that inspires new financial and other support for Environmental Defense;
- A self-starter with finely-tuned analytic and problem-solving skills; someone that is an activist, who is determined but possesses finely tuned negotiation and collaboration abilities;
- An ability to take the emotion out of tense situations and to develop solutions that parties with different interests will support;
- Intellectual curiosity, common sense, sound judgment and a sense of humor; someone that enjoys working with and learning from different types of people;
- Good listening skills with sensitivity to the needs of all constituencies who are invested in the activities of Environmental Defense.

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

### **Environmental Defense: Pacific Fisheries Research Associate**

#### 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 Associate will work in Environmental Defense's Oceans Program to provide important research and project support for the program's ongoing efforts to improve the ecology and economics of key Pacific coast fisheries. The successful candidate will have demonstrated ability to conduct and synthesize research in environmental, economic and policy matters; and has project management experience and expertise.

#### Responsibilities include but are not limited to:

- Research a wide range of ecological, economic and social issues pertaining to Pacific fisheries and marine ecosystems.
- Coordinate closely with the Oceans Program staff to ensure consistent communications and project planning, including scheduling and agendaing meetings and conducting follow-up.
- Track various project milestones and deliverables.
- Play a key role in development of reports and proposals for funders through maintaining tracking documents of program and project progress.
- Prepare presentations and fact sheets and assist in developing media materials.

#### Qualifications:

- Bachelors or Master's degree in a field of environmental policy or management with a background in marine issues preferred.
- Excellent project management and organizational skills.
- Excellent research and communication skills.
- Strong computer proficiency, including experience with Excel, Word, PowerPoint, 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.

Term: This is a two-year term position with the potential of extension to a third year.

Salary: Commensurate with experience.

Please submit a cover letter, resume, a short writing sample, and salary requirements to:

Cheryl Pickard, PHR  
Human Resources Generalist  
Environmental Defense  
1875 Connecticut Avenue, NW  
Washington, DC 20009

Fax: (202) 234-6049

Environmental Defense is an Equal Opportunity Employer. Women, minorities and the physically challenged are encouraged to apply

**Environmental Action Committee of West Marin: Executive Director**

The Executive Director is responsible for the financial health, policy direction, staff supervision, and general well-being of the organization.

Organizational Overview:

EAC has 1200 members, an executive director, and an office manager. Offices are in Point Reyes Station. The volunteer board all lives in Western Marin County, the coastal and rural part of Marin County. We work through public education, advocacy, grassroots organizing, and litigation when necessary. Founded in 1971, EAC has had many victories in protecting the lands, wildlife, and ocean resources of West Marin. Current programs include protection of one of the most important dune systems on the Central Coast, protecting Marin's salmon streams, establishing Marine Protected Areas, protecting native species and habitat in the Point Reyes National Seashore and elsewhere, opposing irresponsible development, and participating in the revision of the Marin County General Plan, Local Coastal Plan, and Seashore General Plan.

<http://www.eacmarin.org/>

**RESPONSIBILITIES:**

- Supervise the half time Office Manager. (for OM job description, go to <http://www.eacmarin.org/OM>)
- Prepare the annual budget for review and approval by the board of directors.
- Work with the Board to develop an annual program plan for the organization.
- Provide financial, administrative and programmatic reports and to Board.
- Raise sufficient revenue from events, grants, major donors, and members to sustain and grow the organization. This includes writing renewal letters, thanking donors, and cultivating major donors.
- Oversee membership acquisition campaigns.
- Represent the organization in all policy arenas, including the County of Marin, National Park Service, National Marine Fisheries Service, California State Parks, Coastal Commission and others, as well as working with the many other environmental groups who take an active interest in environmental quality in West Marin.
- Develop familiarity with county, state and federal environmental policies and regulations.
- Work with the Board to develop positions on environmental issues affecting West Marin, and implement those positions.
- Work with members and volunteers on such events as roadside cleanup, Piper on the Ridge, annual potluck, docent tours. Recruit volunteers to appear at appropriate public policy venues.
- Work with fundraising and scientific consultants.
- Develop relationships between the organization and potential Board members.
- Represent the organization before the media.
- Prepare twice yearly EAC newsletter.
- Maintain up-to-date website.

Benefits:

Environmental Action Committee of West Marin will pay individual Kaiser HMO 15 health insurance plan. This position is classified as exempt under the Fair Labor Standards Act. This position is subject to a six-month probationary period.

**Additional Qualifications:**

**MINIMUM QUALIFICATIONS:**

- Passion for protecting the environment of West Marin.
- Organizational skills, writing skills, ability to speak to and work with community groups and a board of directors.
- At least five years of increasingly responsible experience in non-profit organizations, including some management.
- Experience in environmental advocacy including preparing and presenting policy positions to agencies and the public.
- EAC is Apple computer based, but prior knowledge is not required.

How to Apply:

Submit an application letter, a resume, and three references to [bmeral@horizoncable.com](mailto:bmeral@horizoncable.com) with Executive Director in the subject line. No phone calls please.

Closing Date:

Position is available December 15, 2006. Interviews will be held in October. No response will be given until the end of the application period, which is October 8.

**Audubon California: Director of Marketing and Communications**

The mission of Audubon California is to conserve and restore California's natural ecosystems, focusing on birds, other wildlife, and their habitats for the benefit of humanity and the earth's biological diversity. By connecting people with nature, Audubon California will be a leader in creating a powerful California voice for the environment, deeply rooted in and broadly drawn from all parts of our population.

Summary of Position

Audubon California, one of the most recognized and respected brands in conservation, is looking for a Director of Marketing to work for low pay, long hours, and have one of the most rewarding marketing jobs in the non-profit field. Audubon California is currently a 47,000 member organization. The Marketing and Communications Director will lead the effort to transform us into a 250,000 member organization in four years. In addition they will arm the senior staff with world-class strategy and tools needed for fund raising, policy and grassroots efforts.

This job requires a passionate, agile, aggressive and skilled marketer. One who looks at large challenges and remembers that in this job their marketing efforts truly can make a difference for Audubon, for California, and for the world.

Specific Responsibilities

- They will plan, conduct and coordinate a range of communications and marketing services that support and promote the work of Audubon California to the media, policymakers, local communities, members, and the general public.
- The Director will manage the Marketing and Membership RFP during the coming year and be responsible for leading the implementation phase.
- The Director will be expected to help oversee a team of contractors working with staff, board and chapter leaders as we develop and implement an aggressive marketing, communications and membership program to aim at helping Audubon meet its Strategic Plan for 2006-2010 and conservation objectives.
- This position will report to Audubon California's Executive Director.
- Provide strategic leadership and conducts and coordinates a full range of communications and marketing activities for Audubon California as a whole. This includes:
  - o Manage Audubon California's Marketing and Membership RFP working closely with California and national staff, board and chapters.
  - o Serve as lead contact, advisor and strategist for outreach to the press and the public;
  - o Oversee the hiring and management of web and electronic communications, including managing contractors.

- In coordination an interdisciplinary team spearhead pilot membership campaigns to specific audiences as we build Audubon's membership in California and reach "non-traditional" audiences;
- Ensure that Audubon California's website and electronic communications are up-to-date and part of an overall strategy to advance our strategic objectives in California;
- Oversee the creation and execution of media plans for Audubon California;
- Serves as communications projects manager for program directors and/or senior staff, coordinating specific program initiatives, i.e. development, production of brochures, presentations, publications, collateral materials;
- Serve as spokesperson if needed;
- Work with staff to craft press releases and other materials as needed;
- Build and maintain key relationships with reporters; and ensuring coverage of conservation and other Audubon California work;
- Build and maintain an up-to-date database of media contacts;
- Write/edit Audubon California outreach pieces like brochure and fact sheets; - write and manage editorial review of all publications and materials;
- Assists in/coordinates implementation of corporate identity, in all newsletters, brochures and in website correspondence;
- other tasks as required.

Qualifications:

- College degree in related field ie: English, journalism, communications, marketing, or equivalent;
- Minimum 5-7 years of related experience;
- Proven administrative, organizational and management skills;
- Demonstrated ability to manage complex projects;
- Ability to motivate and effectively manage people;
- Knowledge and experience with the press, policymakers, communities, and non-profit organizations.
- Demonstrated interest in and a commitment to the fields of environment, conservation or similar non-profit field;
- Excellent oral and written communications skills, including web management and design.
- Comfort in using PC-based computers and related programs, and the worldwide web.
- Strong interpersonal skills and the ability to work closely and constructively with others.
- Good organizational skills, demonstrated initiative, flexibility, creativity, sound judgment and a positive attitude.

The Communications Director will work closely with Conservation, Policy and Development Directors and report to the Audubon California's Executive Director; The position is located in either the Bay Area or Los Angeles. Frequent travel and some weekends and evenings are required. Commitment to Audubon California's mission.

To Apply:

Please send a cover letter and resume electronically to: Graham Chisholm at [gchisholm@audubon.org](mailto:gchisholm@audubon.org)

**Audubon California: Major Gifts Officer/Associate Director of Development**

The mission of Audubon California is to conserve and restore California's natural ecosystems, focusing on birds, other wildlife, and their habitats for the benefit of humanity and the earth's biological diversity. By connecting people with nature, Audubon California will be a leader in creating a powerful California voice for the environment, deeply rooted in and broadly drawn from all parts of our population.

### Summary of Position

Responsible for identifying, cultivating, soliciting, and acknowledging individual major gifts for Audubon California. Participates in setting annual development performance goals. Manages a caseload of approximately 150 prospects, primarily new prospects. Reports all activity to Director of Development to ensure effective cultivation ending in eventual closure of major gifts, including developing cultivation strategies and plans. Participates in additional support activities of state development department including special events, annual planning retreats, and other meetings.

This position reports to Audubon California's Director of Development and can either be based in Los Angeles or the San Francisco Bay area office in Emeryville.

### Primary Duties

Achieve annual major gifts goals as part of performance objectives, by:

- Initiating contact, establishing rapport, strategizing and implementing a "moves management" relationship with current, lapsed and new prospective major donors;
- Working with Audubon development and program staff to create strategies and approaches to elicit, match, or enhance donor giving as part of the cultivation and/or solicitation process;
- Managing a caseload of 100 individuals with varying charitable capacities and motivations to move them toward successful gift closings;
- Collaborating with program staff (i.e. Landowners Stewardship Project, San Francisco Bay Restoration Project, Richardson Bay Audubon Center and Sanctuary, Starr Ranch Sanctuary, Kern River Preserve, Deb's Park Center)
- Coordinate with mid-level donor program and Annual Fund Manager to identify and cultivate appropriate major donor prospects to increase their gifts;
- Tracking and reporting monthly on identification, cultivation, and closing of gifts in the context of annual performance goals;
- Participating in development team planning of cultivation and stewardship activities;
- Builds and maintains consistent communications to key constituencies (statewide staff, center directors, staff and volunteers) in addition to prospects and donors;
- Attends appropriate meetings in person or via conference call;
- Creates reports of donor visits and assists in the maintenance of accurate donor records;
- Stays abreast of current legal, financial, and organizational developments in philanthropy;
- Other duties as assigned.

### Requirements:

This development position requires an individual who is able to think strategically and creatively, manage multiple tasks, meet deadlines, and operate in a dynamic, fast-paced environment. Three to five years of fundraising experience is required, with a focus on individual giving. Some travel required. Proficiency in proposal writing, familiarity with donor-related database systems; computer and organizational skills are essential. Other duties as assigned

- A can-do attitude and tolerant, friendly personality with a great sense of humor are essential;
- Be comfortable and productive in a fast-paced, team, results oriented environment while being responsible for attaining own annual performance goals;
- Be articulate and engaging, possessing interpersonal skills that can engage and be receptive to donor interest and perspectives;
- Be well-organized and able to handle details while pursuing overall goals; must be able to adapt quickly to a new organization;
- Self-starter, and quickly create a positive network of relationships out in the field;
- Will represent Audubon's mission, goals, and philosophies with the highest professional standards;

- Knowledge and familiarity with Northern or Southern California's diverse culture, emerging markets, and philanthropic community
- Computer literate; knowledge of Word, Excel, Access, Power Point desirable; contact management database familiarity ie; Raiser's Edge or similar;
- Bachelors degree required.
- Commitment to Audubon California's mission.

Salary commensurate with experience. Audubon offers a competitive salary and an excellent benefits package.

To Apply:

Please send a cover letter and resume electronically to: [tcarhart@audubon.org](mailto:tcarhart@audubon.org);

If unable to send electronically, please send to:

Teri Carhart

Director of Development

Audubon California

376 Greenwood Beach Rd

Tiburon, CA 94920

**Exploratorium: Life Sciences Lab Manager**

The Life Sciences Lab Manager oversees the laboratory facility that supports the museum's public exhibit activity within the Life Sciences area. The Lab Manager coordinates all lab functions include the culturing and maintenance of a variety of living specimens used in exhibits, the preparation of specimens for display in exhibits, the stocking of appropriate support materials, and the maintenance and repair of existing exhibits. The Lab Manager supervises a staff of five to six technicians and interns who support the lab, maintain existing exhibits, and participate in the development of new exhibits. The Lab Manager is also responsible for coordinating the lab support required for various exhibit development and refurbishment projects and for traveling exhibitions. The Lab Manager reports to the Exhibits Manager.

Essential Functions:

- Manage and oversee the daily operations of the Life Sciences laboratory, ensuring it provides the necessary support for current and developing Life Sciences exhibits and traveling exhibitions
- Ensure that the lab is functioning in a safe and ethical manner, including to establish and implement appropriate policies and procedures as necessary
- Supervise staff assigned to the Life Sciences lab, defining and assigning job responsibilities and evaluating job performance
- Oversee the recruitment and hiring of interns, and coordinate their supervision with other museum departments as necessary
- Work closely with the Exhibits Manager and the Life Sciences Director to coordinate support of various exhibit development projects and activities
- Create and monitor annual budgets for lab operations and exhibit maintenance
- Additional duties as assigned

Qualifications:

- BA/BS degree, preferably in biological sciences, or equivalent combination of education and experience
- Demonstrated experience in managing or directing biological laboratory facilities
- Prior work with biological specimens of various sorts, particularly living tissue preparations, and demonstrated familiarity with a variety of tissue culturing techniques
- Minimum 2 years supervisory experience
- Computer skills and experience, including knowledge of Microsoft Word and Excel and Filemaker Pro
- Ability to lift and carry up to 25 pounds, move from place to place, twist, bend, reach, grasp
- Project management experience desirable.

**Application Deadline:**

Please submit on or by Friday, September 29, 2006.

**How to Apply:**

This is a regular, full-time (37.5 hours per week), exempt, management position with an annual salary of \$47,073.00 and includes benefits. This position may require weekend hours. To apply, please submit cover letter and resume to:

Dept. LS-1

Exploratorium, 3601 Lyon Street, San Francisco, CA 94123

Fax: (415) 561-0370

E-mail: resume@exploratorium.edu (attachments not accepted)

No phone calls please

The Exploratorium is committed to a diverse workforce

**San Francisco Planning and Urban Research Association (SPUR): Capital Campaign Associate**

SPUR, the San Francisco Planning and Urban Research Association is a non-profit membership organization that is one of the country's leading urban policy organizations, which draws support from individuals, businesses, and foundations. SPUR is the place where people work together to solve the city's toughest problems. With a dual focus on public policy and physical planning, our programs and activities promote new ways of thinking about: community planning, economic development, environment, sustainability, housing, transportation, good government, and regional planning. With a staff of 14, a board of 65, and an active membership of 3,000, SPUR is a fast paced but not regimented work environment. The organization has an annual operating budget of \$1.5 million and is in sound financial condition as it takes the \$10 million SPUR Campaign for the Urban Center, from \$7.5 million to completion. The Urban Center is designed to inform, educate, and inspire those who want to learn more about the city—both visitors to San Francisco and the people who call it home. It will be a destination for people who like to get things done in the city and for people who want to learn how.

The Capital Campaign Associate is a key member of the campaign team who: helps the organization continuously refine its campaign strategy to finish raising the construction funding and move into an endowment phase; motivates volunteers; tracks progress; and supports volunteers and capital campaign staff. The Capital Campaign Associate will report to the President, but work closely with the entire development team to help overall organizational fundraising objectives and ultimately build a larger, broader membership base of major donors.

**Job Description:**

**Major Donor Relations (50%):**

The Capital Campaign Associate is the central position helping organize and coordinate the work of the President, the Director of the Urban Center, and the Capital Campaign Blue Ribbon Committee in the identification, cultivation, tracking and follow-up with donor prospects. Job duties:

- Assist Capital Campaign team with administrative work associated with communications with major donors – both businesses and individuals, including: on-going production of information packets, donor recognition/receipt letters, recording pledges, assisting with scheduling for donor meetings, and other miscellaneous work.
- Follow up with donors to remind them about pledges via letter, email and phone.
- Foundation research in coordination with SPUR's Development Director. Some grant-writing possible, but most foundation work will involve judicious research and leading the administrative side of putting grant submission attachments together.
- Event planning and management for at least one cultivation or fundraising event per month.

- Prepare monthly reports for the Board, and occasional reports for foundations and government entities, coordinating with SPUR accountants.

Volunteer Management (20%):

- Coordinate the Blue Ribbon Committee, a volunteer team of board members and other advisors, for the purpose of cultivating and soliciting major donors. This includes developing strategies for volunteer recruitment, training, retention and recognition.

Campaign Strategy (10%):

- Work with accounting team to update and refine project financial model.
- Assist with timeline and related strategy for development team members prior to and at the time of ground-breaking for the SPUR Urban Center, and the year during construction.
- Assist development team with outreach strategy to media and other community members prior to and at groundbreaking, during construction and at opening of the SPUR Urban Center.

Community Outreach (10%):

- Work closely with the communications manager and development team to create press release and media relations materials for the purpose of promoting SPUR events and news related to the SPUR Campaign for the Urban Center.
- Work closely with the development team to produce collateral materials, including website content) for the purpose of reaching out to the community at large in order to promote SPUR membership and participation in the SPUR Urban Center (upon completion).

Requirements:

- Education: Bachelors degree a minimum
- Professional

Must have an interest in urban and public/civic affairs. Three years professional fundraising experience with capital campaign experience highly desirable. Must have a successful track record of organizing campaign fundraising activities and writing funding proposals; proven marketing and communication skills; be extremely organized and able to handle multiple tasks and responsibilities simultaneously; able to work well as a team member and be productive under pressure with numerous deadlines; have good computer skills with knowledge of Mac environment. Must enjoy working with and supporting volunteers.

Compensation:

Salary commensurate with experience. Excellent benefits.

How to Apply:

For immediate consideration please send your cover letter, resume, and salary requirements (MS Word attachment preferred) to [jobs@spur.org](mailto:jobs@spur.org) or fax to (415) 781-7291.

For more information about SPUR please visit our website, [www.spur.org](http://www.spur.org).

SPUR is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, sexual orientation or political orientation.

**California Air Resources Board: Air Pollution Specialist (2 positions available)**

Duties:

The Enforcement Division (ED) is seeking two Air Pollution Specialists to conduct inspections of consumer products, aerosol coatings, and portable fuel containers sold or supplied in California and to conduct field and office investigations to obtain and evaluate evidence necessary for the enforcement of the statewide regulations. The successful candidates will assist in preparing cases for settlement or referral to the Office of Legal Affairs, the State Attorney General or a district attorney for products that are determined to exceed the State standards.

Desirable Qualifications:

Competitive candidates will have strong investigative skills, a background in consumer products, or in air pollution field inspection. They should have the ability to: work independently and cooperatively with other staff and agencies; meet deadlines; evaluate formulation and sales information; follow written and verbal instructions; write and communicate effectively; use tact and good judgment in dealing with people; and work effectively under pressure. Applicants should be familiar with utilizing computer software including spreadsheet, database, and word processing programs; be able to work flexible hours as needed; and to travel approximately one week per month. Applications will be screened and only the most qualified candidates will be interviewed. Qualified applicants in related classifications are also encouraged to apply.

Location: Sacramento

Deadline: 9/29/2006

How to Apply:

Visit [http://spb.ca.gov/employment/more\\_info.cfm?recno=283959](http://spb.ca.gov/employment/more_info.cfm?recno=283959)

Contact:

Dodie Weiner  
Enforcement Division  
PO Box 2815  
Sacramento 95812  
916-445-0294  
[dweiner@arb.ca.gov](mailto:dweiner@arb.ca.gov)

For other Air Resources Board job openings, visit  
<http://www.arb.ca.gov/as/personnel/jobs/examvac.htm#JobsARB>.

**ReMetrix LLC: Aquatic Ecologist/Plant Biologist**

Responsibilities

ReMetrix LLC is seeking an Aquatic Ecologist or Plant Biologist for a full-time position based in Northern California. The primary responsibilities of the position will be plant data collection and analysis using various scientific and computer-based tools. The region of operation will be the Sacramento-San Joaquin Delta. The successful candidate will work with the lead ReMetrix Aquatic Ecologist based in Berkeley, who will also provide any necessary training.

This is a demanding and rewarding job: Fieldwork is based on the tide cycle and will periodically involve extended hours, including early mornings, evenings, and/or weekend days. Position will occasionally involve loading and unloading heavy equipment. Candidates should have a flexible work schedule and be able to work up to 12 hours alone on a boat in a single day. ReMetrix will provide appropriate safety and communications equipment for this position. Approximately one-third of one's time will be spent in a home office analyzing data, creating maps and graphs, writing reports, etc. Position will periodically involve air travel within the U.S. to attend meetings.

Qualifications

Bachelor's or Master's degree in Aquatic Ecology, Plant Biology, Environmental Science, Environmental Geography, or similar. Experience using GIS, operating complex scientific equipment, and operating boats are all strong positives. Candidate must be well-organized, self-motivated, a quick learner, and able to work independently and problem-solve without frequent oversight. Strong oral and written communication skills are essential. Candidate must also have a U.S. driver's license.

### Compensation

This position pays a base salary of \$40,000-\$47,000 plus performance-based bonus opportunities. Pay ranges depend on candidate qualifications. Location of the position may have some flexibility within the region.

### To Apply

Please send a cover letter and résumé to [ecology@remetrix.com](mailto:ecology@remetrix.com). No telephone calls, please.

### **Bay Area Air Quality Management District: Environmental Planner I/II**

The Bay Area Air Quality Management District is currently recruiting for two (2) entry level Environmental Planner I and/or journey level Environmental Planner II positions. The Environmental Planner I, under close supervision and the Environmental Planner II, under general direction, perform professional environmental planning work, including conducting planning studies, environmental impact review and guidance, and transportation/air quality program activities; performs related work as assigned. These are full-time represented positions.

### Examples of Duties for this Position

- Assists with preparation of air quality plans and programs.
- Assists in developing, analyzing and implementing transportation control measures, and mobile source control measures and programs.
- Reviews environmental impact documents to determine the project's impact on air quality; prepares District comments as necessary.
- Responds to inquiries from local officials, consultants, and the public related to air quality and environmental planning issues.
- Assists in development of guidelines for assessing environmental impact of development projects and urban growth plans.
- Assists in developing and conducting public involvement processes related to air quality plans and programs.
- Assists in developing and implementing strategies to coordinate land use and transportation planning to improve air quality.
- Promotes and monitors compliance of city and county general plans with air district regulations and policies.
- Consults with District engineers, inspectors and technical staff relative to environmental impact documents, permit applications and related projects.
- Interacts with local, state and federal environmental agencies and health departments regarding environmental planning issues and regulatory requirements.
- Represents the District at meetings with the public, other public agencies and consulting firms.
- Prepares a variety of written communications, including analytical reports, correspondences and drafts of environmental assessments; directs the preparation of these materials by outside consultants and staff.
- Analyzes issues, prepares reports and recommendations relative to land use, regional development, transportation and related issues.
- Makes effective oral presentations and/or prepares materials for presentation to and utilization by the Board of Directors, District staff, consultants and community groups.
- Prepares, reviews and edits environmental impact assessment documents as Lead Agency in accordance with relevant guidelines.

### Minimum Qualifications

**Environmental Planner I:** Equivalent to graduation from an accredited college or university with a graduate degree in regional, urban or environmental planning or a closely related field and one year of professional planning experience. Additional relevant experience may substitute for the graduate degree.

**Environmental Planner II:** In addition to the above, one year of professional environmental review and planning experience.

Other Requirements

Must possess a valid California Driver's License and meet the automobile insurability requirements of the District. Must be willing to attend meetings outside of regular working hours.

Compensation

Approximately \$59,900 - \$80,272 annual salary. Initial hire is normally set at the entry salary rate. The District provides an excellent, comprehensive benefits plan, including:

- 100% District paid family medical option
- 100% District paid family dental
- 100% District paid vision
- 100% District paid life insurance (coverage up to 5 times annual salary)
- 100% District paid retirement (2% at 55 formula)
- Transit subsidy up to \$175 per month
- Money Purchase Pension Plan (401a)
- 12-30 days of annual leave per year
- 12 days of sick leave per year
- 36 hours of floating holiday per year
- 13 paid holidays

Closing Date: **5:00 p.m., Friday, September 15, 2006**

To Apply:

Interested individuals must submit a completed BAAQMD application along with their responses to the supplemental application questions. For an application packet, visit our website at [www.baaqmd.gov](http://www.baaqmd.gov) or contact the Human Resources Office at 415-749-4980. Completed application packets should be returned to:

Bay Area Air Quality Management District  
Human Resources Office  
939 Ellis St Fl 4  
San Francisco CA 94109-7714

Except as requested in this announcement, do not include any additional documents, such as letters of recommendation, performance evaluations, work samples, etc. They will not be considered or returned. A résumé may be included but will not be accepted in lieu of an official BAAQMD application. Postmarks, faxes, and e-mails will not be accepted.

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at 415-749-4980. An Equal Opportunity Employer.

Selection Criteria:

Selection may be based upon a competitive examination consisting of a combined work product exercise and interview. Depending on the number of qualified applicants, an application screening and/or panel interview may be used to determine the most qualified applicants. If a panel interview is utilized it will be weighted 100%.

The District reserves the right to utilize these procedures or any other selection procedure deemed appropriate as determined by the Human Resources Officer and the Hiring Manager, if the qualified applicant pool includes two (2) or less bargaining unit employees.

The District **may** hire from this recruitment process to fill future vacancies occurring within the next 18 months.

### **Bay Area Air Quality Management District: Principal Environmental Planner**

#### Introduction

The Bay Area Air Quality Management District is currently recruiting for the position of Principal Environmental Planner in the Grant Programs Section of the Outreach and Incentives Division. There is currently one (1) vacancy. This is a full-time represented position. Under direction, the Principal Environmental Planner participates in the most complex grant program activities and performs related work as assigned. This class provides high-level professional environmental planning services in support of the District's goals and objectives. Incumbents are responsible for handling difficult and/or innovative planning activities for the District, and providing project leadership for developing and implementing grant programs.

#### Examples of Duties for this Position

- Coordinates or provides a lead role in implementing current, and developing new, grant and incentive programs.
- Leads and participates in the preparation, review and editing of grant and incentive programs documents, and recommendation of grant awards, policies and guidelines; provides leadership for difficult, sensitive, innovative or critical projects.
- Coordinates and participates in administrative and technical activities necessary to achieve grant and incentive program objectives; monitors adherence to the terms and conditions of grants and incentives, including the use of funds and related expenditures. Monitors and evaluates legislation and other governmental actions relating to air quality and grant and incentive programs; collects and organizes data for reporting purposes and to assess program effectiveness.
- Represents the District and responds to inquiries of a sensitive or controversial nature from a variety of government officials, consultants, community organizations and the public related to grant program issues.
- Analyzes issues, prepares reports and recommendations relative to grant and incentive programs, and related issues; provides input into mobile and stationary sources impact on air quality.
- Interfaces and confers with personnel from other divisions and local, state and federal agencies in coordinating work and activities; meets with community organizations and other groups to encourage cooperative action or resolve problems.

#### Minimum Qualifications

Equivalent to graduation from a college or university with a graduate degree in regional, urban or environmental planning or a closely related field and four years of professional environmental planning experience. Additional relevant experience may substitute for the graduate degree.

#### Other Requirements

Must possess a valid California Driver's License and meet the automobile insurability requirements of the District. Must be willing to attend meetings outside of regular working hours.

#### Compensation

Approximately \$83,105 - \$101,015 annual salary. Initial hire is normally set at the entry salary rate. The District provides an excellent, comprehensive benefits plan, including:

- 100% District paid family medical option
- 100% District paid family dental
- 100% District paid vision
- 100% District paid life insurance (coverage up to 5 times annual salary)
- 100% District paid retirement (2% at 55 formula)
- Transit subsidy up to \$175 per month

- Money Purchase Pension Plan (401a)
- 12-30 days of annual leave per year
- 12 days of sick leave per year
- 36 hours of floating holiday per year
- 13 paid holidays

Closing Date: **5:00 p.m., Monday, September 18, 2006**

#### To Apply

Interested individuals must submit a completed BAAQMD application along with their responses to the supplemental application questions. For an application packet, visit our website at [www.baaqmd.gov](http://www.baaqmd.gov) or contact the Human Resources Office at 415-749-4980. Completed application packets should be returned to:

Bay Area Air Quality Management District  
Human Resources Office  
939 Ellis St Fl 4  
San Francisco CA 94109-7714

Except as requested in this announcement, do not include any additional documents, such as letters of recommendation, performance evaluations, work samples, etc. They will not be considered or returned. A résumé may be included but will not be accepted in lieu of an official BAAQMD application. Postmarks, faxes, and e-mails will not be accepted.

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at 415-749-4980. An Equal Opportunity Employer.

#### Selection Criteria

- Selection *may* be based upon a competitive examination consisting of a combined work product exercise and interview. Depending on the number of qualified applicants, an application screening and/or panel interview *may* be used to determine the most qualified applicants. If a panel interview is utilized it will be weighted 100%.
- The District reserves the right to utilize these procedures or any other selection procedure deemed appropriate as determined by the Human Resources Officer and the Hiring Manager, if the qualified applicant pool includes two (2) or fewer bargaining unit employees.
- The District *may* hire from this recruitment process to fill future vacancies occurring within the next 18 months.

#### **Sycamore Associates LLC: Biologist/Project Coordinator**

We are seeking a Biologist/Project Coordinator for a full-time position. This position offers ample opportunity to coordinate a broad range of projects in both the public and private sectors working with regulated biological resources while expanding your project management abilities, increasing your experience in your area of expertise, and growing professionally in a team environment.

#### Responsibilities

- Managing projects, maintaining excellent client relations; keeping on schedule and within budget
- Consistent and ongoing communication with other project team members, regulatory agencies and clients
- Writing and editing of technical reports and proposals
- Documentation and maintenance of project files
- Coordinating and conducting field studies
- Coordinating research, mapping, report writing, and other project-related duties and analyses
- Assisting with permit applications and related environmental documents

## Qualifications

### **Required:**

- BA/BS in Biology, Ecology, Environmental Studies or related field
- Demonstrated area of biological expertise, e.g., herpetology, ornithology, wetlands, etc.
- Demonstrated project management ability, with a minimum of 3 years experience in project management, including budget management and proposal writing
- Demonstrated experience conducting field studies
- Excellent writing and editing ability, especially technical
- A working knowledge of the CEQA and regulatory permitting process
- Intermediate to excellent computer skills: Microsoft Word, Excel, database, internet
- Excellent time management skills; efficient, organized, good follow up
- Detail-oriented, without losing sight of the big picture
- Excellent interpersonal and communication skills
- Dedicated, motivated, and proactive

### **Preferred:**

- Familiarity with Bay Area wildlife
- MS in Biology, Ecology, Environmental Studies or related field

### To Apply

Please e-mail your cover letter, résumé, and writing samples (in Microsoft Word or Acrobat (PDF file format) to **biologist@sycllc.com**. Otherwise, fax a cover letter and résumé to 925-279-0581.

Please note: The candidate must be principle author of all submitted writing samples. Academic samples are accepted if no professional samples are available.

### **West Contra Costa Integrated Waste Management Authority: Recycling Coordinator**

The West Contra Costa Integrated Waste Management Authority (Authority) is recruiting for an enthusiastic, hard working person to assist with various waste reduction and recycling programs. The Authority is a local government agency serving the communities of El Cerrito, Hercules, Pinole, Richmond, San Pablo, and most unincorporated areas of West County. Our office is located at San Pablo City Hall, on San Pablo Avenue, three miles northeast of the Richmond/San Rafael Bridge and six miles north of the Bay Bridge. We need help 30 to 37.5 hours a week and work hours are between 8:30 a.m. to 5:00 p.m. Occasional evening and weekend work may be required. Access to a vehicle is desirable and mileage will be reimbursed for vehicle use on the job. An Authority owned vehicle is available for occasional use. A valid California Drivers License, proof of insurance and a good driving record are required.

### Responsibilities

Duties may include, but are not limited to:

- Enjoying your job and having fun working with our six person team
- Coordinate school field trip program and related workshops
- Assist in conducting school presentations & workshops for pre-school through 12th grade classes
- Conduct school waste audits and assist with new and ongoing waste reduction programs
- Manage production of outreach pieces, including seasonal school newsletter
- Conceive and write grant proposals as funding opportunities arise
- Assist with organization and work collaboratively on all aspects of West County Earth Day festival
- Assist with business recycling program and conduct business waste audits
- Assist with composting education program and compost workshops

- Manage compost and business recycling phone hotlines
- Represent the Authority at fairs, festivals, and other events
- Distribute recycling containers and various information pieces to apartments, businesses, schools, City Halls, etc.
- Assist with other projects as needed

Required Skills

- Bachelor's degree preferred - in a related field
- Excellent communication skills, specifically telephone and public speaking
- Project management and ability to prioritize tasks
- Experience working with children in classroom and/or outdoor settings
- Computer experience with Microsoft Word, Excel and Access
- Ability to lift and carry bulky items weighing up to 30 pounds
- Interest and experience in environmental issues, public information, education and business

Desired Skills (not required)

- Graphic design experience, particularly with Adobe InDesign
- Bilingual or multilingual in Spanish or other languages
- Familiarity with waste prevention programs and legislation
- Interest in composting and/or bay friendly gardening
- Experience in designing outreach pieces and/or newsletters
- Grant-writing experience
- Experience working with diverse ethnic and socio-economic groups
- Experience with community organizing and/or customer service
- Familiarity with West Contra Costa County

Compensation

\$15.00 - \$20.00 per hour, depending on qualifications. The position is non-benefited and has a maximum duration of 995 hours in a fiscal year. Visit [www.recyclemore.com](http://www.recyclemore.com) or call 510-215-3125 to obtain more information about the Authority.

Closing Date

Résumés and cover letters must be in our office by **Wednesday, September 20, 2006, 5:00 pm.**

To Apply

Please send one hard copy of your résumé and a cover letter, on recycled paper to:

W.C.C.I.W.M.A.  
Recycling Coordinator Recruitment  
1 Alvarado Sq  
San Pablo CA 94806-3717

Faxes and emails will not be accepted. Prospective candidates will be contacted about the next steps shortly thereafter. The Authority reserves all rights including the right not to hire from this recruitment effort. An Equal Opportunity Employer. Candidates advancing to the next stage of the recruitment process will need to complete a standard job application and supplemental questionnaire. The Authority operates in a drug free environment and requires successful completion of a physical and drug screening prior to employment.

