

Women's Environmental Network APRIL 2006 NEWSLETTER

www.wencal.org

There are 1,300 WEN members – keep the list growing!

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RULES FOR SUBMITTING A JOB NOTICE OR ANNOUNCEMENT:

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

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ANNOUNCEMENTS

Upcoming WEN Events – We hope to see you there!

Please join us for two Happy Hour Meet and Mingle Mixers at two BART-accessible, women-owned, Bay Area establishments.

*****Thursday, April 27 at Varnish Fine Art in San Francisco – NEXT THURSDAY!**

5:30-8:00 pm

77 Natoma (cross street 2nd, between Mission and Howard)

Montgomery BART station

www.varnishfineart.com

Meet our new co-Presidents, Board members and other WEN members to celebrate Earth Day (April 22nd), relax, and share ideas for the future of WEN.

Monday, June 5 at Anna's Jazz Island in Berkeley

5:30-8:00 pm

2120 Allston Way (in the Gaia building), cross streets Shattuck and Oxford

Downtown Berkeley BART station

www.annasjazzisland.com

Celebrate World Environment Day with stories of success and big things yet to come.

EVENTS

Counting Down to Zero Waste: Tuesday, April 18

New Ways to Counter the "Throwaway Society"

6:30-9 pm

Supervisors' Chambers,

Marin Civic Center, San Rafael.

Zero-waste policies and strategies are rapidly gaining traction in California at the State, County, and city level and in the European Community.

Tying together fresh links in the zero-waste vision, the workshop features dialogue among the Bay Area's top experts on how waste reduction, reuse and recycling can, and should, go to much higher levels. A unique window into the need for even better performance and the exciting new possibilities to move affordably beyond conventional, environmentally costly "throw-away-and-dump" solutions of the past. Hear how prevention and avoidance can move Marin farther along in its efforts to be a world-class leader in solid waste management and sustainability.

Hosted by Marin Supervisor Charles McGlashan. Admission is free.

For more information: <http://www.noexpansion.org/zwflyer.pdf>

30th Anniversary Banff Mountain Film Festival: April 19/20 in Berkeley, April 21/22 in San Francisco

Come experience adventure filmmaking at its best. REI is pleased to host these special evenings of award-winning films and videos from the 2005 festival in Banff, Alberta. Extraordinary films about mountains, mountain peoples around the world, and mountain sports.

Tickets for on sale March 15 at all Bay Area REI stores. Ticket cost: \$13 for REI members (if purchased in advance at REI); \$16 for non-members and for tickets purchased at the door (unless we sell out). Will-call tickets are available by phone (credit card purchase): for the Berkeley shows, through REI Berkeley, (510) 527-4140; for the San Francisco shows, through Fort Mason Center Box Office, (415) 345-7575. Doors open at 6:30 pm for open seating. Each venue features a different program each night; the Berkeley programs will be repeated in San Francisco. Net proceeds benefit UC Berkeley's Cal Adventures Youth Program and California Academy of Sciences' Junior Academy.

Digital Be-In: Planet Code: Saturday, April 22, 2006 (EARTH DAY)

SOMARTS Gallery

934 Brannan St, SF

<http://www.be-in.com>

\$20 advance; \$25 door

- Planet Code Symposium: 5pm to 9pm
- Green Frontier Exhibition: 5pm to 10pm
- Earth Day Happening: Luminaries, Performances, Live Music & DJs: 9pm-4am

Join us at an early networking salon hosted by the SF Urban Alliance for Sustainability (SFUAS). More info to come, check www.sfuas.org for details.

Digital Be-In 14 is a timely convergence of the Bay Area's forward thinking technologists and the advanced cyberculture they have fostered, with the world's largest concentration of green start-ups and environmental non-profit groups, and a society whose values and innovations are leading the way to a sustainable culture.

A combination symposium, exhibition, rally and multimedia entertainment extravaganza featuring some of San Francisco's top "conscious music" acts, DJs, and visual and performance artists, the Digital Be-In's cutting edge entertainment carries the message and content of the event to a wider demographic of progressive young people who are highly networked, digitally empowered and already living the values of a sustainable culture.

This year's Be-In theme "Planet Code" implies our writing (and re-writing where necessary) the "codes" that define our place within and interaction with the natural environment, and calls upon the high technology community we have encouraged and celebrated over the years to empower the sustainability movement with bold, forward-thinking initiatives.

21st Annual Bioforum 2005-2006 Symposia For Science Educators – "Water Issues of California and the World": April 22, 2006

8:30 am to 3:00 pm

Oakland Museum of California

Will water become the 'oil' of the 21st century? Scientists look at water problems of California and the world in relation to population increase, pollution, and global climate change and discuss solutions from a scientific perspective.

This BioForum, now in its twenty-first year, is a seminar series produced by the California Academy of Sciences on current science and conservation topics of interest to educators and the general public. This BioForum is co-sponsored by Oakland Museum of California and California Science Teachers Association.

A special offer for teachers—two may register for the price of one! Non-members \$30; members \$25; students \$15. Call (415) 321-8000 to register. Visit <http://www.calacademy.org/education/bioforum/> for more information.

Green Home Expo and Mercury Thermometer Exchange: Saturday, April 29, 2006

The City of Berkeley is hosting the 3rd annual Green Home EXPO and Energy Symposium on Saturday, April 29, 2006 in Berkeley's Civic Center Park, next to the regular Farmer's Market on Center Street, from 12 noon-5 pm.

Free UNIVERSAL WASTE drop off for the following:

*Electronic Waste: computers, monitors, printers, modems, cables, & related parts, cell phones, FAX machines, televisions -- anything you can plug in that you don't put food or clothing into

*Household Batteries (non-automotive): Alkaline, Lithium, NiCAD, all rechargeables, silver "button" batteries, power tool batteries, etc. Please separate by type. Bag any leaking or corroded batteries.

*SWAP your Mercury Thermometer for a new digital one.

*Swap your incandescent light bulbs for new energy-saving Compact Fluorescent Lamps (CFLs)! You can turn in any old fluorescent lamps as well. Please use a zip-lock-type bag for CFLs, and carefully box any fluorescent tubes to prevent breakage.

See www.greenhomeexpo.org for more information.

Mercury Thermometer Exchange: April 19, 2006

10am - 2pm at the Oakland Earth Expo

Where: Frank Ogawa Plaza (at 12th St BART) in front of City Hall, Oakland

How: Bring mercury thermometers in original cases or double ziplock bags and receive a free digital thermometer in exchange.

Thermometer exchanges are sponsored by East Bay Municipal Utility District to help keep mercury out of San Francisco Bay.

Planning and Conservation League's 2006 Environmental Legislative Symposium, A Climate of Change: Saturday, April 29, 2006

8:30 a.m. to 8:30 p.m.

(With complimentary wine and cheese reception & dinner keynote presentations!)

Sacramento Municipal Utility District

Customer Service Building

6301 S Street

Sacramento, CA 95817

Join the state's leading decision makers in charting out policies that will lead California towards a sustainable future! Speakers include Pete McCloskey, Assembly Member Fran Pavley, John Van de Kamp, Phil Angelides, Michel Gelobter, Larry J. Schweiger, Paul Dolan, Senator Michael Machado, Assembly Member Sally Lieber, Bill Lockyer, Steve Westly, and many more.

Visit www.pcl.org for more information. Pre-registration deadline is Thursday, April 20, 2006. Walk-in registration begins at 7:30 am the day of the event. REGISTER BY PHONE WITH GERALD PEREZ AT (916) 313-4522 OR AT WWW.PCL.ORG. Financial assistance and group rates are available.

Bay-Friendly Garden Tour: April 30, 2006

10 am - 4 pm

FREE!

This year's tour celebrates the diverse styles of Bay-Friendly gardens. A Mediterranean inspired retreat behind olive, fig and pomegranate trees. A corner garden with rooms hedged in by drought tolerant plants from around the globe. A native plant hillside terraced under a lofty oak. An edible kitchen garden complete with hens and bees—this is just a taste of what you'll find throughout your day's exploration.

Registration is required to receive a guidebook with directions and garden descriptions. Deadline to register on-line is April 20, 2006. Register at www.bayfriendly.org. Native plants and vegetable starts will be available for sale at select gardens (check your guide book for details). Call 510-444-SOIL for more information.

The 3rd annual Bay-Friendly Garden Tour is sponsored by StopWaste.Org, the Alameda Countywide Clean Water Program and EBMUD.

Recycle Educator Volunteers Needed!: Sunday, April 30, 2006

Cinco de Mayo family celebration

Finley Center in Santa Rosa (corner of College and Stony Point)

Event Hours: 12-5 PM

We are looking for recycle-minded volunteers to be stationed by the recycle/trash bins at our Cinco de Mayo celebration. Bins will have signage in both Spanish and English telling people what goes in which bin and the recycle educators will assist in making sure attendees put their items in the right bin. This way we will ensure that as much as possible is recycled! Volunteers are requested to put in 2 hours and will receive our logo t-shirt of the sun with spiraling music notes and books. Come join the festivities and help Mother Earth, too!

To sign up, get directions, or for more information contact June Michaels, 707-546-5598, junem99@sonic.net.

Bringing Back the Natives Garden Tour: Sunday, May 7, 2006

Free! 10 a.m. to 5 p.m. at various locations throughout Alameda and Contra Costa counties.

Register for passes and a printed guide to 64 bird- and butterfly-friendly, pesticide-free, water conserving, low maintenance gardens that contain 30% or more native plants. Native plants will be available for sale at nearly thirty gardens, and more than 60 talks will be offered throughout the day. *Registration is required at www.BringingBackTheNatives.net prior to April 20.*

Volunteers are needed and rewarded with free, private tours of beautiful native gardens. For more information visit the website, email Kathy@KathyKramerConsulting.net or call (510) 236-9558 between 9 am and 9 pm.

Sustainable World Symposium: May 13-14, 2006

St. Mary's Cathedral Conference Center (San Francisco)

9 AM – 6 PM

The event is a dynamic two-day conference for the general public on the most critical global issues that we face, their affect on us here in our communities, the most viable solutions, and the actions that we can take – both individually and collectively – toward a peaceful, sufficient and healthy world.

Speakers include Randy Hayes, Lynne Twist, Kevin Danaher, Hunter Lovins, John Robbins, Anuradha Mittal and Charles McGlashen. The event features 60 exhibitors, powerful videos, performances and art, Ubuntu Cultural Village, and a concurrent Youth Symposium (high school level).

For more information and to register visit www.swcoalition.org or call 415-785-1888. Cost: \$60-\$100.

Bay Area-wide Safe Medicine Disposal Days: May 13-21, 2006

See www.BayWise.org for expired medicine 30 collection events in cities all around the Bay! Sponsored by Bay Area water pollution prevention agencies and organizations throughout the Bay Area.

Build It Green Home Tour: June 4, 2006

10 am – 5 pm

Build It Green Home Tours offer you a glimpse inside some of the Bay Area's greenest homes. These innovative self-guided tours showcase beautiful homes that were built or remodeled utilizing healthy, energy and resource efficient practices, products, and technologies.

See houses that look great, save money, and are easier on the environment. Discover how a home can be "greened" whatever your budget or taste. Meet homeowners and building professionals who have built and remodeled green. Check out a wide array of green features installed in homes

Find out more, including how to register at www.builditgreen.org

Re-Fresh Festival: June 24, 2006

St. Vincent de Paul of Alameda County, Habitat for Humanity East Bay and The ReUse People are pleased to present the Re-Fresh Festival.

Please join us for this celebration of creative reuse and recycling, and will feature arts and crafts displays, informational booths, live music, food and even a "Haute Trash" fashion show!

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

We are inviting environmentally friendly artists, reuse vendors and community groups to set up displays at no cost. Space is limited, so act fast! You can find out more information by emailing ccomella.svd-p-alameda.org or calling 510-636-4255.

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

"Turning the Tide: Implementing Sustainable Strategies"

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

Topics include:

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

Conference Includes:

Two days (June 26-27) of presentations, panel discussions, and roundtables on all aspects of sustainability.

Pre-conference intermediate LEED™ NC workshop: how to handle new construction, existing buildings, and multiple building certification (June 25 or June 28).

Pre-conference Labs21 workshop on Environmental Performance Criteria: Toward LEED™ for Labs (June 25).

Pre and post-conference: Natural Step Training

Awards Banquet

Exhibitor's Faire highlighting green businesses

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

JOBS

Earthjustice: One-Year Project Attorney

****RCRA / CERCLA experience required, location flexible****

Earthjustice has an immediate need for a one-year project attorney with at least three years of experience with law and policy issues arising under federal and state hazardous substances laws such as RCRA and CERCLA. The attorney will divide her or his time between work on case-specific issues regarding mine waste remediation in the Rocky Mountains, other case-specific issues, and a special project to work with Earthjustice staff to evaluate needs and opportunities for Earthjustice and its clients related to hazardous substances contamination. Location of the position is flexible.

Earthjustice (originally the Sierra Club Legal Defense Fund) was established in 1971 as an independent, non-profit law firm to serve the burgeoning environmental movement. Our mission is to protect natural resources and public health by enforcing and strengthening environmental laws and providing clients with the highest quality legal representation and related advocacy. Earthjustice's administrative headquarters are in Oakland, California, with regional litigation offices in Bozeman, Denver, Honolulu, Juneau, Seattle, Oakland, Tallahassee, Washington, D.C, and an International program. For more information about our work and our staff, please visit <http://www.earthjustice.org>.

Qualifications: Applicants for the position should have strong academic credentials and at least three years of legal practice involving the law of hazardous substances contamination and remediation. Excellent research and writing skills are essential, as is an ability to think strategically about legal advocacy needs and opportunities. Applicants should have a strong work ethic and sense of initiative, sound judgment, ability to work independently, and an ability to work well in a collegial setting. A demonstrated commitment to public interest law is preferred. Salary is commensurate with experience. Benefits are excellent.

To apply: Interested applicants should send a resume, writing sample (preferably a legal brief or memorandum), law school transcript and references to:

Project Attorney Search

Earthjustice

426 17th Street, Sixth Floor

Oakland, CA 94612

or by email to jobs@earthjustice.org. Applications will be accepted until the position is filled.

Please, no telephone calls or faxes.

Earthjustice maintains a policy of providing equal opportunity to all qualified persons and reaffirms its commitment that there shall be no discrimination against qualified applicants, employees or volunteers on the basis of age, ancestry, color, creed, disability, marital status, medical condition, national origin, race, sex, sexual orientation or veteran's status.

Rainforest Action Network: Communications Director

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

create policies to address these issues, with more than four hundred companies in total committing to action.

The Communications Director is a senior-level position responsible for developing and directing comprehensive communications strategies for RAN's campaigns and managing overall public relations for the organization. Responsibilities include pitching and placing stories, developing media plans for campaign activities, writing news releases, and developing print, broadcast and online ad campaigns. Knowledge or experience with advocacy campaigns, media relations, long-term strategic planning a must. Management functions include preparing and presenting quarterly reports to the Board of Directors, participating as a member of the Leadership Team, developing an annual budget and work plan as well as supervising an in-house team including a web developer/ designer, communications coordinator and media relations specialist.

Specific duties include:

- Work with the campaign staff to ensure that the media strategy is well integrated in the campaign plans and well positioned for anticipated developments in campaign progress;
- Generate news releases, op-eds, feature articles, letters to the editor and other media materials;
- Help shape and refine the overall public image of the organization;
- Media Relations: pitch and place stories;
- Work with Development staff to optimize exposure and message to supporters;
- Coordinate the design and production of promotional and outreach materials including PSA's, advertisements, posters, etc.;
- Collaborate on web page and other online electronic communications;
- Assist and back up the Executive Director and campaign staff as spokespersons for the organization;
- Report to Board of Directors quarterly on media successes and strategies;
- Facilitate media coverage of Special Events, celebrity campaign support and press conferences;
- Train staff as necessary on media techniques, supervise interns and volunteer staff as appropriate;
- Maintain in-house systems including media relationship database, research library, photo/video library, in-house audio/video production station(s);
- Generate or review various outreach pieces including direct mail, annual reports, fact sheets, reports and other publications;
- Participate in RAN's organizational planning and training sessions;
- Participate in weekly RAN staff and Communications Team meetings;
- Share office responsibilities to maintain a healthy and safe workplace;
- Contribute to campaign success as appropriate during external activities.

Qualifications:

- Demonstrated success in media/public relations planning, management, and execution; well established contacts with broadcast and print media
- Excellent computer skills and knowledge of electronic media
- Ability to work independently, and to be goal- oriented, manage many tasks simultaneously and prioritize well
- Strong writing and editing skills
- Solid management and supervisory experience preferred
- Experienced public speaker
- Excellent decision-making and problem solving skills
- A strong anti-oppression analysis and ability to work with indigenous and affected communities is strongly preferred.
- Knowledge of issues such as indigenous rights, forest issues and social change movements is beneficial.
- Understanding and appreciation of different cultures, peoples, and communication styles and methods is highly useful.

How to Apply:

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

Please send resume and letter of interest to: HR, Rainforest Action Network, 221 Pine St., Suite 500, SF, CA 94104, fax 415.398.2732, or e-mail: resumes@ran.org. No phone calls, please. Last day to apply: April 14, 2006.

Sierra Club: Legal Program Assistant

Sierra Club, a leading national environmental organization, is seeking an individual with administrative experience to provide assistance to its national Environmental Law Program. The Legal Program Assistant handles a range of administrative duties that advance the program mission, providing support for Sierra Club courtroom activities, administering ongoing lawsuits, communicating with the grassroots membership, media and the government, managing the law student internship program, and conducting research.

This position requires strong interpersonal skills; the ability to work well with volunteer membership; the ability to work well with a diverse group of people; excellent computer skills; strict attention to detail, solid writing & analytical skills.

How to Apply:

Please send cover letter/resume (specifying "Legal Program Assistant" the subject line) to: resumes@sierraclub.org
Organization Web Site: www.sierraclub.org

Coalition for Clean Air: Executive Assistant

Responsibilities:

- Supports the President/CEO of the Coalition for Clean Air.
- Assists the President/CEO in scheduling, travel arrangements, paperwork, maintaining accurate contact information, and correspondence.
- Assists Campaigns and Advocacy Team by monitoring and responding to legislative and regulatory proposals, drafting and distributing letters of support/opposition, and supporting CCA's communication with advocates and decision-makers
- General support for Sacramento office including general reception, answering phones, ordering supplies
- General support for CCA staff and allies visiting Sacramento including scheduling and coordination

Skills/ Abilities:

- Strong written and oral communication skills.
- Well organized/ability to multi-task.
- Detail-oriented and ability to work at an above-average pace.
- Flexible.
- Strong phone skills.
- Strong office computer skills required.
- Experience working for or with the California legislature, preferred.
- Experience working on environmental issues, preferred.

The Coalition for Clean Air is a small and dynamic organization with a team oriented working environment. Thus from time to time all employees are expected to help with projects that are not necessarily part of their standard responsibilities.

For more information on the Coalition for Clean Air visit our website www.coalitionforcleanair.org. Coalition for Clean Air is an Equal Opportunity Employer. Women and people of color are especially encouraged to apply.

This opportunity is in our Sacramento office. CCA has offices in Los Angeles, Sacramento, and Fresno, CA. Salary range: \$32,000-36,000/yr DOE plus benefits.

To apply, please email a cover letter and resume to jobs@coalitionforcleanair.org. Position is open until filled. Applicants are being considered immediately. Last day to apply: May 20, 2006.

Collective Roots Garden Project: Executive Director

The Executive Director is responsible for overseeing all aspects of the Collective Roots Garden Project, a non-profit that provides garden-based educational experiences to students in grades K-8. The Director is accountable to the CRGP Board of Directors and should develop a close working relationship with the principal of each partner school. The Executive Director will have primary responsibility for developing and executing a fundraising plan, and is responsible for managing CRGP staff.

Organization Description

Collective Roots Garden Project (CRGP) is a non-profit organization that teaches students about environmental science and nutrition through garden-based lessons and in-class activities. CRGP's mission is to develop young leaders who understand where their food comes from and how their actions impact human and environmental health.

Currently, the program is based at East Palo Alto Charter School (EPACS) where 370 students and their families are learning the links between human and environmental health through the cultivation of a school-based organic garden. CRGP has developed a unique approach to integrating environmental science and nutrition into the core curricula for kindergarten through eighth grade students. CRGP's educational programs aim to encourage healthy lifestyles, leadership skills, stewardship of the land, and a stronger sense of community in the school.

CRGP operates four programs at EPACS, in addition to overseeing general garden maintenance. These programs include garden-based lessons to students in grades K-6; a Middle School Elective/Salad Bar program that allows students and faculty an opportunity to enjoy fresh, organic produce from the garden; an after-school Garden Club; and community-wide garden workdays and events.

CRGP's Strategic Plan for 2005-08 envisions expanding our program to other schools in the community, with the goal to be working in at least one other school by 2008. We are looking for a candidate who shares our enthusiasm for the opportunity to grow this program and bring its values to a larger number of students.

Qualifications

Education: Any combination of training, education, and work experience equivalent to a Bachelor's degree in management, education, business administration, community organization, social sciences, or a related field.

Experience: At least five years successful work experience preferably in a management, administrative or leadership capacity. Demonstrated track record of successful fundraising and funder relations is a must. Previous community development, not-for-profit program director, or teaching experience is a plus. Knowledge of nutrition issues, environmental education, and/or sustainable gardening also desirable.

Skills: Strong leader who motivates others to participate. Strategic thinker who envisions the "big picture" and can move the organization into the future. Entrepreneurial and energetic. Strong communication skills. Strong interpersonal skills including negotiating, coaching,

consulting, and influencing others. Ability to form productive relationships with diverse groups of students and families. Bilingual in English/Spanish preferred.

Compensation

Salary is commensurate with experience within the range of \$50K - \$60K/year. The position is full-time; some work on weekends is required. Medical benefits are included.

To Apply

Send resume and cover letter to Susan Osofsky, Interim Executive Director, at jobs@collectiveroots.org.

Deadline: April 28, 2006. Questions? Contact Debbie Mytels, Board Vice-President, at (650) 856-7580.

California Wilderness Coalition: National Forest Roadless Coordinator

The California Wilderness Coalition (CWC) protects the landscapes that make California unique, providing clean air and water, a home to wildlife, and a place for recreation and spiritual renewal. Since 1976, CWC has been the only statewide organization in California dedicated to protecting California's last remaining wild places. We have field offices in Eureka, Riverside, and Redding. Our central office is in Oakland.

Under the direction of CWC's policy team, the National Forest Roadless Coordinator will implement statewide conservation efforts to protect our national forest's roadless lands. The position will also be responsible for coordinating those efforts with the national campaign to protect roadless areas throughout the country. Responsibilities include: developing and implementing strategic plans to protect California's remaining roadless forests, with local, regional, and national organizations; working with state and local elected officials, members of Congress, and local opinion leaders; recruiting new and diverse voices for our national forests, and generating media coverage.

Candidates should be energetic and committed organizers, with at least 3 years professional organizing experience, preferably in environmental campaigns. Superior writing and public speaking skills, familiarity with conservation issues, and a keen political sense are essential. Travel is required.

The job is full-time for one year and is based in Oakland. The Salary is in \$38,000 - \$40,000, depending on experience, with full benefits. For more information on the CWC, go to www.calwild.org.

Send resume and cover letter to:
Meredith Eilers, Office Manager
Email: meilers@calwild.org
Deadline: Friday April 21, 2006

Water for All Campaign: Organizer

Food & Water Watch is a new consumer advocacy organization dedicated to protecting two critical essentials: food and water. Food and Water Watch's long-term mission is to challenge the economic and political forces that are promoting the privatization of water resources and the industrialization of food production. The organization works on a combination of food/agriculture, aquaculture, water and trade issues using a strategic approach that includes grassroots organizing, research, public and policymaker education, publications, media, and lobbying. We will engage in substantive public policy work and design campaigns that make complex issues exciting and easy to understand.

Goal: Coordinate state and local outreach to defeat privatization of water. Defend strong public water management and sustainable policies in the state.

Responsibilities:

- Work closely with Campaign Coordinator to develop community outreach, media and educational program on water infrastructure and privatization in California.
- Coordinate with Food & Water Watch's food campaign staff in California.
- Plan and lead campaign to return California-American water to public ownership
- Develop public support for legislation supporting public water infrastructure, and to develop "water champions" among elected officials
- Work closely with and conduct outreach to organizations and individual supporters in targeted communities
- Maintain relationships and communication with community allies
- Write organizing and educational material for campaigns
- Develop and carry out grassroots media strategies
- Work with other staff to develop and execute a membership growth plan

Salary: Mid-30's, DOE. Excellent benefit package includes health care, dental care, and paid vacation days.

Requirements:

- Education: College degree required.
- Knowledge: Familiarity with legislative strategy, organizing and advocacy techniques. Knowledge of water policy.
- Work Experience: Past organizing experience, working with community groups/associations, familiarity with legislative process, and understanding of media outreach techniques.
- Skills: Excellent written and oral communication skills in English and Spanish; strong motivational and interpersonal skills; well organized; good computer skills, including proficiency in Word and database programs. Web-based activism skills a plus.
- Capabilities: Ability to work well with a wide range of people, work well under pressure, juggle multiple projects, and adapt to changing situations on a daily basis. Must be a self-starter.
- Conditions: We're looking for a passionate, motivated person who will work with a strongly committed team who sees our work as part of essential activism and change. Must be excited about travel.

To Apply:

Submit a resume, cover letter, writing sample and three references (include phone and email) either by fax or email by May 1, 2006. No calls please.

Email: water@fwwatch.org (subject line: Water Organizer-California)

Fax: 202.797.6560

The Natural Heritage Institute: Water Resources Expert

The Natural Heritage Institute is seeking to immediately hire a full time senior project associate to work directly with the CEO on a portfolio of projects to develop and implement water resource management innovations to restore aquatic ecosystems, domestically and globally. This position can be in either the San Francisco or Sacramento offices. We are also seeking expression of interest in a second and similar position that will become available within 6-12 months.

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

Required qualifications:

- Advanced degree in law, economics, environmental planning, or the natural sciences
- Minimum of 5 years of relevant experience
- Superlative written and oral communication skills
- Exceptional interpersonal skills
- A passion for conservation of natural resources

Candidates must also possess some combination of the following attributes (recognizing that no one will possess them all):

- Fluency in Spanish, French and/or Mandarin
- Fluency in California water law, policy and management institutions
- A good technical understanding of agricultural water management, hydropower or flood control infrastructure
- Well-honed advocacy skills
- Excellent analytical skills, including familiarity with modeling techniques and tools
- Familiarity with international and intergovernmental institutions involved in the water sector

How to Apply:

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

Gregory A. Thomas, President
Natural Heritage Institute
gthomas@n-h-i.org

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

Richardson Bay Audubon Center & Sanctuary: Sanctuary Manager
Tiburon, California

The mission of Richardson Bay Audubon Center & Sanctuary is to conserve and restore natural ecosystems by inspiring and educating our community, with a focus on youth, and by emphasizing conservation initiatives related to our Sanctuary on Richardson Bay. By connecting people with nature, Richardson Bay will be a leader in creating a powerful voice and work force for the Bay, deeply rooted in and broadly drawn from all parts of our community.

Summary of Position

The Sanctuary Manager is a conservationist, problem solver, and facilitator, caring for the land, water, facilities, and associated programs of Richardson Bay Audubon Center & Sanctuary. The Sanctuary Manager aims to improve the Sanctuary as a habitat for birds and other wildlife and as an education facility. The Sanctuary Manager works with the Center Director and staff to ensure the facilities and site are sustained and managed as a natural and educational area to the National Audubon Society's high standard. The Sanctuary Manager will design and implement restoration projects on the 11 acres of uplands, and will assist the Estuarine Ecologist with projects on the 900 acres of wetlands. The work will vary greatly between human relations and physical work. The Sanctuary Manager will spend 30% of the work month at Williams Sisters Ranch Audubon Sanctuary, and will collaborate with the Williams Sisters Ranch Maintenance Manager.

Essential Functions

- Manage and improve Richardson Bay Audubon Center & Sanctuary site.
- Design and implement site restoration and monitoring projects.
- Work with Estuarine Ecologist and Bay Program Director on management, monitoring and patrol of bay lands.
- Recruit and coordinate volunteers to help with maintenance, restoration and education.
- Participate in Master Site Planning process.
- Coordinate with Maintenance Supervisor at Williams Sisters Audubon Sanctuary for major maintenance and repair issues at Richardson Bay.

- Work with Williams Sisters staff on restoration and monitoring projects at the Williams Sisters Sanctuary. Design and implement these projects as appropriate.
- Maintain working relationships with associated environmental and conservation organizations in the region.

Additional Functions

- Assist in coordination of local group activities at the Center & Sanctuary – Bay Shore Studies, Marin Audubon Society, corporate work days, community service volunteers.
- Maintain close contact with local services: city government officials, Harbor Master, fire departments, sanitary district engineer, Chambers of commerce.
- Keep vehicles and equipment maintained and in good working order.
- Assume other responsibilities as assigned by Center Director.
- Fluent in HTML and web page maintenance and design.

Relationships

Report to Center Director, interact with Center staff, volunteers, interns, Williams Sisters staff and volunteers, and Audubon California staff. Maintain productive and friendly working relationship with general public, donors, and vendors, and well as local and regional agencies and services.

Qualifications

Minimum: An Associates Degree or equivalent, plus at least five years of experience in nature center, sanctuary or preserve management. Impressive knowledge of Bay area wildlife, ecology and tidal movements. Proven experience in facility and staff management, knowledge of wildlife conservation issues and ability to articulate them and inspire participation. Ability to make general decisions in the absence of specific directions. Ability to effectively coordinate with other personnel, and interact with visitors to the Sanctuary and community to advance the Audubon mission. Experience with boats and boating safety, including motorboats, canoes and kayaks. Must possess excellent written and oral communication skills. Must be willing and able to travel to Williams Sisters Sanctuary up to 30% of work month.

To Apply

Please send a cover letter and resume electronically to: richardsonbaycenter@audubon.org

If unable to submit electronically, mail to:

Brooke Langston
Richardson Bay Audubon Center & Sanctuary
376 Greenwood Beach Rd
Tiburon, CA 94920

Build It Green Administrative Coordinator

Build It Green (BIG) seeks an Administrative Coordinator to manage office, administrative and financial tasks associated with a growing non-profit organization. The Administrative Coordinator is immediately responsible to the Executive Director.

RESPONSIBILITIES AND DUTIES

This position requires a flexible schedule, as some responsibilities involve evening and weekend activities. Staff time will be roughly divided between administrative functions and event coordination. The successful candidate will be expected to perform the following:

1. General office management functions: Design and implement effective information management and communication systems, general procurement of office/program supplies, and maintain office equipment.

2. Support Executive Director with organizational, programmatic and human resource functions such as updating an office procedures manual, contract administration, document control, answering phones and general office tasks.
3. Manage financial accounts including: accounts payable, accounts receivable, administer payroll, produce monthly financial reports, assist with budget development, and prepare for annual audit.
4. Provide assistance for various events, including trainings, home tours, presentations, workshops, meetings, banquets, and fund raising events ranging in size from 20 to 3,000 participants. Tasks may include mailings, preparation of event collateral, internet research, support for event presenters, volunteer coordination, audio-visual logistics, and on-site management (setup, registration, and breakdown) of all programs.
5. Build and maintain strong relationships with strategic partners, funders, clients, public agencies, and utilities with Green Building-related programs.
6. Support Executive Director and Development Director with grant applications, proposal writing and contracts.
7. Assist fellow BIG staff on all programs as needed.

QUALIFICATIONS AND EXPERIENCE

1. Experience in office management.
2. Experience in budget management and office accounting.
3. Proven organizational skills. Event coordination and planning skills are also desirable but not required.
4. Strong interpersonal and communication skills and demonstrated ability to manage professional relationships.
5. Self-sufficient office skills: ability to work with Quickbooks Premier, MS Word, MS Excel, MS PowerPoint and Windows operating systems. Access (or other database) experience is preferred.
6. Proficient writing and communication skills.
7. Knowledge of Green Building design, construction strategies, technologies and materials and the ability to articulate the environmental, health, and economic benefits of Green Building is desirable but not required.
8. A proven commitment to addressing a variety of environmental and public health issues through Green Building and an appetite to learn more about the rapidly evolving field.

EDUCATION AND BACKGROUND

Baccalaureate degree from an accredited college or university degree in related field AND at least three years of progressively increasing responsibility performing office administration, bookkeeping, and human resource management related activities, and other duties similar to those described for this position.

For more information on Build It Green, see website at www.BuildItGreen.org.

How to Apply:

The Administrative Coordinator is a full-time position. Salary range is \$35,000 - \$40,000 (based on qualifications and experience). BIG's benefits package includes health insurance and annual leave.

If you are interested in applying for this position, please submit a résumé with references, a letter of interest, and a writing sample (five pages maximum) to the BIG Personnel Committee (email: admin@BuildItGreen.org). Please include the job code in the subject line when you apply (located at the top of this job description). All applications must be submitted by April 14, 2006. Applications will be screened for relevant qualifying experience. Not all applicants who meet the minimum qualifications will be interviewed.

Pacific Environment: Development & Communications Associate

Pacific Environment seeks an energetic and experienced Development & Communications Associate with a demonstrated passion for the environment and social justice. The Development & Communications Associate will work hand-in-hand with the Director of Development & Communications to develop and implement the fundraising and external relations efforts of Pacific Environment, including electronic communications, media relations, event production, copywriting, editing and design. The ideal candidate for the position will possess a minimum of 1-2 years of fundraising and/or communications experience. Self-starters, creative thinkers and team players are encouraged to apply for this position, which is based in San Francisco.

The Associate's responsibilities will include:

- Managing, updating and producing content for Pacific Environment's website, electronic newsletter and other communications outlets.
- Maintaining integrity of organizational 'branding' and producing organizational collateral by providing content and design and managing relationships with outside vendors;
- Developing and maintaining relationships with members of the media, including writing press releases and maintaining a media database as well as working with program staff to develop earned media strategies;
- Producing and managing in-house events, such as house parties, an annual fundraiser and others, as well as developing opportunities for staff and board participation in outside events;
- Writing and editing proposals, letters of intent, grant reports and other communications with foundations;
- Communicating with and soliciting support from donors and supporters, including major individual donors;
- Processing gifts and acknowledgement letters, maintaining an accurate and up to date database and foundation filing system, and other administrative support;

Skills and Experience Needed:

- 1-2 years development and/or communications experience;
- Experience with environmental or social justice advocacy and/or activism;
- Excellent written and verbal communications skills and a strong sense of visual design;
- Strong computer skills, including email and web technology, MS Office, FileMaker Pro, PhotoShop and PageMaker;
- Strong organizational and multi-tasking skills and excellent attention to detail;
- Both self-motivated and an energetic team player and able to work under pressure;
- Excellent interpersonal skills and ease in working with people of different cultures;
- Authorized to work in the United States;
- Personal commitment to environmental and social justice and a sense of humor is essential!

This position is ideally suited someone with a minimum of a BA or BS degree and at least 1-2 years experience working in development or communications at a not-for-profit environmental organization or in a related field. Candidates with advanced degrees are encouraged to apply. The position is full time and provides a competitive salary depending on experience plus an excellent benefits package.

How to Apply:

After visiting our website, please email a cover letter, resume, and contact information for three references by April 21, 2006 to:

Michael O'Heaney
Director of Development & Communications
Pacific Environment
info@pacificenvironment.org
<http://www.pacificenvironment.org>

Global Exchange: Communications Director

Global Exchange is an international nonprofit human rights organization aimed at forging closer ties between North Americans and grassroots groups working for democracy and social justice around the world. Its programs include Reality Tours to both U.S. and international destinations; a Fair Trade program (including two Bay Area Fair Trade craft stores and one in Portland, OR); Public Education (including a Speaker's Bureau and a publishing wing) and various campaigns to influence public policy around international issues.

We are looking for a full-time publicist to help develop strategic campaigns for the organization. Global Exchange's communications department works closely with the mainstream and progressive media to expose human rights abuses occurring overseas and here in the US, educate the US public about international trade, labor rights and environmental issues, and build awareness about the impact of US military aggression in Iraq, Afghanistan and beyond. The Communications Director will work with Global Exchange staff to help generate national attention on a range of issues, from rights abuses in Iraq, Palestine & Israel, Afghanistan and Colombia, to the failures of "free trade" regimes such as the WTO and FTAA, to the burgeoning Fair Trade and anti-sweatshop movements.

Primary responsibilities include:

- * Oversee message development and media strategy
- * Serve as an organization spokesperson and build capacity of organization staff to work with media
- * Edit organization's quarterly newsletter and internet website and maintain organization's email listserve
- * Pitch reporters, editors, producers and columnists
- * Write press materials, inc. press releases, fact sheets, and op-eds and monitor and track news coverage
- * Organize and staff press events and editorial board visits
- * Build and update media lists and oversee press mailings
- * Perform additional duties as assigned

This posting will be open until filled, please apply asap.

PLEASE NOTE: email applications will NOT be accepted for this posting, send your application materials to the address below.

Additional Qualifications:

Requirements for applicants include:

- * Self-motivation, confidence and comfort working under deadline pressures
- * Strong and articulate written and oral communication skills
- * Sharp news sense and political savvy
- * Excellent interpersonal skills
- * Strategic planning abilities
- * Knowledge of human rights and social justice issues
- * Some experience working with local and international media
- * Two years experience in either journalism/publicity and two years of experience as a campaigner/organizer

Global Exchange is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. People of Color, differently-abled people and LGBT persons are strongly encouraged to apply.

To apply to jobs listed above, please send cover letter, full resume, references, and one additional page answering to the following questions (below) to:

Communications Director Search Committee
Global Exchange

2017 Mission Street, Room 303
San Francisco, CA 94110.

In your cover letter or attached, please include responses to the following questions:

1. Please describe your commitment to social change.
2. Please explain how your job related skills lend themselves to this position. And/or how your life experience and life values can help you fill this position successfully.
3. Briefly highlight any other aspects you would like to mention about your suitability for this position.

Thank you and we will contact you when we receive your application! NO Phone calls please.

Coyote Point Museum: Environmental Day Camp Leader

Coyote Point Museum is recruiting for a seasonal Environmental Day Camp Leader for Camp Coyote, Coyote Point Museum's Summer Day Camp. Environmental Day Camp Leaders work as educators, mentors, and positive role models for campers ages 3-12 yrs. old. All camps include hands-on exploration of the natural world, field trips, overnights and campouts. Live animal encounters, crafts, games, experiments, hiking and music are all part of the fun!

The Environmental Day Camp Leaders may work with any of the five age appropriate camp programs along with Museum staff and volunteer youth (Leaders in Training). Camps run daily from 9:00am to 4:00pm with extended care available from 8:30 to 9:00am and from 4:00 to 5:00pm. This position starts on or before June 5, 2006. Camp personnel training is provided from June 5 - 16, 2006. Camps begin on June 19 and continue through August 25. Salary: \$12-\$15/hour.

Additional Qualifications:

Two years of college with a major (or clear emphasis) in a natural science, education, environmental education or a related field and experience working with children in an educational or camp setting preferred.

Special Requirements:

Current First Aid/CPR certification (child and adult) is required and will be provided during Camp personnel training. Clean motor vehicle record is required. Hepatitis B vaccination preferred.

How to Apply:

Send completed job application (available at <http://www.coyoteptmuseum.org>), resume and cover letter to:

Coyote Point Museum

Attn: JC Ward

1651 Coyote Point Drive

San Mateo, CA 94401-1097

For More Information: (650) 340-7571, jcward@coyoteptmuseum.org

Sierra Club: Online Outreach Systems Administrator

The Sierra Club, America's most influential environmental organization is looking for an Online Outreach Systems Administrator to manage day-to-day operation of Club's electronic outreach systems as well as provide outreach technical support and training for Club-wide staff and volunteer system users. This person will also monitor electronic outreach activities for compliance with Club Policy; and be responsible for maintaining accurate statistics on outreach and website effectiveness. Applicants should:

- Have prior work experience with large list management using a customer relationship management (CRM) system.
- Be proficient in and have an understanding of HTML and Photoshop.
- Possess excellent written and oral communication skills.

- Be able to work independently and initiate and complete required projects with deadlines
- Be familiar with current online marketing industry practices and issues
- Have experience with data segmentation and analysis.

Sierra Club is an equal opportunity employer committed to a diverse workplace.

<http://www.sierraclub.org>

PLEASE NO PHONE CALLS!!!

How to Apply:

Send resume/cover letter to Sierra Club/HRD, 85 2nd St., SF, CA, 94105 or to resumes@sierraclub.org specifying "Online Outreach Systems Administrator " on the subject.

Save-the-Redwoods League: Communications Director

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 Communications Director for its San Francisco headquarters.

The Communications Director is responsible for developing and leading an ambitious communication program to expand public awareness of the League's mission and strategic initiatives. This position supervises and works directly with an international public relations firm to help shape and grow the organization's public and institutional image.

THE POSITION:

Works directly with the Director of Operations and Planning to develop, implement and evaluate an integrated communications strategy based on the League's strategic plans. Directs the development and production of all externally distributed materials, publications and electronic communications. Manages the work of all communications vendors including; photographers, webmaster, graphic designers and writers.

Serves as the League's primary media contact, develops media strategies, cultivates media relationships, drafts and places all press releases. Accountable for the annual communications budget. Assists staff in speech preparation, presentation, written position papers and research.

IDEAL CANDIDATES WILL HAVE:

A Bachelor's degree in Communications, Journalism, or related field with graduate work in Journalism or Public Relations preferred. Minimum of ten years experience in communications, marketing, and public relations with solid writing and editing experience. Superior analytical skills plus demonstrated project leadership and management skills.

A record of success in building a diversified and effective communications program and at least four years experience managing projects which require staff and outside contractor collaborations. Demonstrated success in working with electronic communications including website development and management. Knowledge of graphic design programs and Microsoft Office Programs.

A personable, innovative team leader who has been effective in a variety of business environments including nonprofits and has a strong commitment to environmental conservation.

How to Apply:

Located in SF Financial district, Save-the-Redwoods League offers a competitive salary and excellent benefit package. To apply, please send a cover letter and resume to jobs@savetheredwoods.org. Please note "Communications Director" 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, 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.

Save-the-Redwoods League Major Gifts Associate

The Major Gifts Associate works directly with our Major Gifts Officer and supports major gifts fundraising by tracking and acknowledging gifts and by helping with the identification, cultivation, solicitation and stewardship of prospective and current donors. This position also coordinates Grove and Honor Tree dedications. The ideal candidate for this position will have had some experience in fundraising and project management and be deeply committed to environmental conservation.

THE POSITION:

Works to ensure that all major gifts are acknowledged appropriately and in a timely manner. Responds to donor inquiries with personalized letters, marketing packets and proposals. Maintains the electronic tracking systems and files for major gift donors. Assists with annual Councillor Campaign. Coordinates Grove and Honor Tree dedications with donors and our various partners in park and forest management. Responds to donor research requests and coordinates meetings, tours and special recognition activities.

Provides coordination of the League's major donor events including lectures, redwoods tours and gatherings held throughout the year. Assists the Planned Giving Officer with all planned giving events and Annual Fund Manager in coordinating events as needed.

Provides administrative assistance for staff involved in major gift and planned giving work.

REQUIRED QUALIFICATIONS INCLUDE:

A Bachelors degree or comparable experience and a minimum 2 years work experience. Demonstrated experience in managing and overseeing all aspects of printed projects, including working with and managing graphic designers and printers. Solid verbal, written and interpersonal communications skills. Excellent organizational skills and the ability to establish priorities and meet deadlines.

Demonstrated experience with PowerPoint, Word, Excel and databases (preferably Raiser's Edge). A strong commitment to the mission of Save-the-Redwoods League.

DESIRABLE QUALIFICATIONS INCLUDE:

Experience with fundraising and/or marketing. Nonprofit background. A working knowledge of Raiser's Edge and design programs, including QuarkXPress and/or Adobe Illustrator.

How to Apply:

Please send a cover letter and resume to jobs@savetheredwoods.org. Please note "Major Gifts Associate" in the subject line. Mail to: Human Resources, Save-the-Redwoods League, 114 Sansome St. Suite 1200, San Francisco 91404. No phone calls please.

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

Save-the-Redwoods League: Development Associate

The Development Associate works directly with our Director of Development and coordinates the League's foundation and corporate giving program. This position also provides administrative and fundraising program support for the Director of Development. The ideal

candidate for this position will have had some experience in foundation fundraising; providing executive support; and be deeply committed to environmental conservation.

THE POSITION:

Works directly with the Director of Development and contract grant writer in the coordination of all aspects of our foundation and corporate giving program including: grant research, proposal submission, follow-up calls, tracking benchmark dates, report writing, and maintaining relationships with targeted family foundations.

Provides administrative support and assists the Director of Development with donor correspondence; internal and external publications; and department-wide responsibilities. Works with Director and Major Gifts team supporting donor identification, cultivation, solicitation, and stewardship activities. Handles logistics for Development Committee meetings and takes minutes.

Maintains the donor portfolio of the Director of Development and provides occasional administrative support for the Planned Giving Officer. Participates in and provides assistance with special development department projects and fundraising events.

REQUIRED QUALIFICATIONS INCLUDE:

A Bachelors degree or comparable experience and a minimum three years work experience. Demonstrated experience in managing and overseeing projects. Outstanding verbal, written and interpersonal communications skills. Excellent organizational skills and the ability to establish priorities and meet deadlines. Ability to work independently in a fast paced environment.

Demonstrated experience with Microsoft Office Suite. A strong commitment to the mission of Save-the-Redwoods League.

DESIRABLE QUALIFICATIONS INCLUDE:

Previous fundraising experience in a nonprofit development department including grant writing and working with high level volunteers and donors. A working knowledge of Raiser's Edge.

How to Apply:

Please send a cover letter and resume to jobs@savetheredwoods.org. Please note "Development Associate" in the subject line. Mail to: Human Resources, Save-the-Redwoods League, 114 Sansome St. Suite 1200, San Francisco 91404. No phone calls please.

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

Breast Cancer Fund: Associate Director

Breast Cancer Fund (BCF), founded in 1992 with offices in San Francisco and Seattle, is the leading national non-profit organization focused on breast cancer prevention and improving women's health by identifying and eliminating the environmental links to the disease. Through public education, policy initiatives, outdoor challenges, and other innovative campaigns, BCF mobilizes the public to secure the changes needed to stop this devastating epidemic. Since our founding, BCF has played an important leadership role in securing a number of significant victories.

BCF is seeking an Associate Director to oversee the day-to-day operations of this \$3+ million organization and work as part of the senior management team to lead the organization through its next phase of growth. Learn more at www.breastcancerfund.org.

The Associate Director will keep an organization-wide perspective while focusing primarily on effective and integrated internal operations, including finance, administration, human resources and facilities.

The Associate Director will oversee the development and maintenance of efficient systems and procedures that contribute to BCF's programmatic and financial health as well as designs for the growth and expansion of the organization. As a member of the Senior Management Team, the Associate Director will share responsibility for the development and successful implementation of the organizational strategy. The Senior Management Team is high-functioning and entrepreneurial; the successful candidate will be as well.

*****Please read the full job description at www.breastcancerfund.org. *****

This is an exciting time for BCF. As we continue to grow in our leadership in the environmental health movement and expand our presence nationally, the Associate Director is a key ingredient to BCF's success. The ideal candidate will have an appreciation for social change culture and will be proud to be part of a new voice for breast cancer prevention. We are looking for someone for whom every idea has promise and believes we all bring our best ideas to work and think as creatively as possible. An energetic, entrepreneurial nature that combines intellectual curiosity with analytical skills and political savvy.

Salary & Benefits

BCF is committed to a rewarding work environment. This position offers highly competitive compensation and excellent benefits, including generous paid holiday, vacation, sick and personal time; paid health, dental, vision and long-term disability insurance; optional acupuncture/chiropractic care and access to 403(b) retirement fund. Occasional evening/weekend workdays are required; an organizational flex-time policy applies in such instances.

Application Instructions

Applicants should include resume and cover letter explicitly matching experience with required skill set and explaining why you are interested in working with the Breast Cancer Fund. We encourage you to include letters of recommendation, particularly those that reflect your skill set in finance/budgeting, personnel/human resources, and practical management.

BCF will accept resumes until April 30, 2006 and will review them as we receive them. Our desired start date for this hire is between May 15 and June 15, 2006.

We encourage you to email applications; please put "AD Search" in the subject line and send to martha@breastcancerfund.org. You may also fax your application to (415) 346-2975.

Send applications to:

Attn: Associate Director Search
Breast Cancer Fund
1388 Sutter Street, Suite 400
San Francisco, CA 94109

NO PHONE CALLS, PLEASE.

The Breast Cancer Fund is an equal opportunity employer and is committed to staff diversity.

Union of Concerned Scientists: Senior Vehicles Analyst, Clean Vehicles Program

The Union of Concerned Scientists is seeking a Senior Vehicles Analyst to focus on vehicles and policies that reduce air pollution, global warming emissions, and energy consumption in California. The Senior Analyst will undertake research and advocacy in support of California's precedent-setting vehicles policies, such as global warming emission reductions, alternative

fuels, and advanced technology programs. Candidates must have a science or engineering background.

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

Responsibilities: As part of the UCS Vehicles team, the Senior Analyst will plan and carry out research on clean and efficient motor vehicles and fuels in California; evaluate policies to reduce air pollution and greenhouse gas emissions from vehicles; prepare written materials for broad dissemination to policymakers, the media, and the general public; and represent UCS with the media and policymakers.

Qualifications: Applicants should have a masters degree in an engineering, science, or environmental field, with minimum 3-5 years of relevant experience in transportation, energy, air pollution, or other relevant environmental fields. In addition, a bachelors degree specifically in engineering or physics is strongly preferred.

Required Skills: Strong quantitative and analytical skills; proficiency with computer spreadsheets and word processors; ability to write well for scientific and general audiences; familiarity with economics and public policy; experience at public speaking; team orientation.

Preferred Skills and Experience: Understanding of motor vehicle propulsion and emission control technologies; working knowledge of global climate change and air pollution science; experience with mobile source emission models. **Position Details:** This position will be based at UCS's Berkeley office. Salary commensurate with experience and training. Excellent benefits. UCS is an equal opportunity employer continually seeking to diversify its staff.

To Apply: Please submit letter, resume, and 1-3 page writing sample to: Union of Concerned Scientists, 2397 Shattuck Ave., Suite 203, Berkeley, CA 94704. Attn: CA Senior Vehicles Analyst Position. Email: cleanvehicles@ucsusa.org, using CA Senior Vehicles Analyst in the subject line. No calls please.

Health Care Without Harm – Hospitals for a Healthy Environment: International Projects Manager

Health Care Without Harm (<http://www.noharm.org>) is a global coalition of more than 440 organizations in 52 countries that works to transform the health care industry so it is no longer a source of harm to people and the environment. We have offices in the United States, Europe, Latin America and East Asia, and work closely with affiliates in South Asia and South Africa.

Our initiatives include promoting sustainable health care waste management and alternatives to the incineration of medical waste; leading a global campaign for mercury free health care; working as a Principle Cooperating Agency in a Global Environment Facility project to promote sustainable health care waste management; supporting activities related to HCWH's mission on the ground, around the world; and more!

The International Projects Manager will work with the International Team Coordinator, as well as with HCWH staff and members across the globe to implement the HCWH campaign goals and strategies with a strong focus on health care waste management and global policy issues.

Summary of Responsibilities:

1. Sustainable Health Care Waste Management. Support and facilitate the efforts of an international team—including HCWH offices, members and allies--working on these issues. Facilitate strategic discussions, collaboration and information exchange. Support members on the ground.
2. Global Policy. Work with international institutions such as WHO, UNDP, UNEP, UNICEF, PATH, GAVI and others to further HCWH goals. Liaise with the GEF Project on Health Care Waste Management in which HCWH is a Principle Cooperating Agency together with WHO and UNDP. Liaise with the global environmental health movement on medical waste incineration and persistent organic pollutant issues.
3. Membership Support and Public Outreach. Develop and implement strategies to recruit, activate and engage HCWH members in the Global South. Produce accessible resources on a diversity of issues for the HCWH website, and for print. Represent HCWH to the media and other NGOs.
4. Administration and Management. Participate in HCWH decision-making processes. Help organize and facilitate international discussions and meetings. Assist with budget development and management. Participate in fundraising initiatives. Provide support and management assistance to HCWH global south offices.

Additional Qualifications:

At least 5 years experience working in a team-oriented context, and/or through coalitions
Ability to travel regularly
Multicultural experience, and experience in developing countries
Multilingual capability
Ability to work independently as well as in a global team context
Strong writing and communication skills
Technical Capacity

Women and people of color strongly encouraged to apply

How to Apply:

Please email a cover letter, resume and brief writing sample to fatou@hcwh.org. Last day to apply: June 5, 2006. Salary: \$45K-\$55K. www.noharm.org.

Pesticide Action Network: Assistant Scientist

Pesticide Action Network (PAN) North America is seeking a full-time staff member with the primary responsibility of facilitating a community pesticide air monitoring program. The successful candidate will have formal education in chemistry with experience in analytical chemistry, be a motivated self-starter with interest in collecting and accurately interpreting environmental data and in training activists and community members to conduct environmental monitoring. The position will be filled in May 2006 or as soon thereafter as the right person is found.

The primary responsibility for which the successful candidate will initially be responsible is managing the Environmental Monitoring Program, including the Drift Catcher air monitoring project. Over time, as with all PAN North America positions, programs, projects and responsibilities are likely to evolve and change. The position will be under the supervision of a Senior Scientist. The Assistant Scientist will also be responsible a few hours of a typical week for participation in general activities including meetings, planning and evaluation processes, and will assist wherever help is needed, including administrative assignments, fundraising, conferences and workshops. Flexibility, mutual support, cooperation in small and large teams, and a willingness to learn new skills and explore new approaches are essential.

Facilitating and further developing a community pesticide air monitoring project.

Responsibilities include: Construction of air sampling devices and maintenance of an inventory of parts and equipment; assistance with setup of and responsibility for routine maintenance and

operation of a GC-MS-MS/NPD/ECD analytical instrument; extraction of pesticide samples and GC analysis; development of standard operating procedures for analysis of pesticides in various sample matrices; and GIS mapping of pesticide use data. The Assistant will work with communities and activists in California, the US, and internationally to train them in the use of air sampling equipment, will be one of the primary contacts with groups as the projects progress, present data to the groups, and help them decide what to do with the data after the sampling. The Assistant Scientist has administrative responsibility for the project including planning, budgeting and fundraising. The Assistant Scientist will also be responsible for organizing annual meetings of the Drift Catcher scientific advisory committee.

Additional Qualifications:

Minimum educational requirements: B.S. in Chemistry or a related field with experience using analytical instruments; advanced study and work experience are pluses. Also required: excellent communication skills, both writing and speaking; excellent computer skills and a willingness to master new applications; demonstrated ability to work independently, pay close attention to detail and teach nonscientists scientific methods; and sensitivity to other cultures. Interest and experience in "tinkering" with instruments and equipment; former employment in an analytical lab; familiarity with databases and GIS mapping applications are all highly desirable.

The work will be based in San Francisco, but the position requires some travel beyond the Bay Area, including overnight and occasional weekend work. Assignments will be primarily in California and other locations in the U.S. and possibly outside the country as the program develops. Thus a valid driver's license, liability auto insurance and good driving record are also required.

Equally important is a commitment to the mission of PAN North America and willingness to participate in our pesticide reform work: local, state, national and international advocacy for policies that promote pesticide use reduction, ecological pest management, protection of public health, occupational safety, social justice, sustainable agriculture, rural development and global food security. Some familiarity with social and environmental issues such as pesticides, genetic engineering, sustainable agriculture, international trade and development and human rights is preferred.

We proactively seek candidates with diverse cultural and ethnic backgrounds, people of color, older as well as younger, women, and those who are fluent in languages in addition to English. Many of the communities that will be assisted include significant numbers of farm workers. Thus fluency in Spanish is highly desirable, and preference will be given to bilingual, bicultural candidates, particularly those with experience in farming communities. The only common requirement is competency in the specific skills of the job, agreement with the progressive aims of PAN North America and a collaborative spirit.

How to Apply:

Send an e-mail with attached letter of interest, a resume with the names and contact information for three references, a list of relevant courses completed and grades received, and two writing samples, one a scientific document (lab report or paper) and the other a more general writing sample to skegley@panna.org. Applications will be accepted until the position is filled, but candidates are encouraged to apply as soon as possible; first selection of candidates for interview will likely be made by May 1, 2006. If invited for an interview, you must also supply official transcripts of higher education.

The Climate Group: Manager, Business and State Relations (West Coast Office)

The Climate Group is an international organization opening its West Coast office in downtown Oakland. The Climate Group works with Fortune 500 companies, states and other governments who are demonstrating leadership in addressing global climate change, communicating the business case and economic opportunities of clean energy, clean technologies and greenhouse

gas emissions reduction, Key elements of the organization are: peer networking among corporations, governments, and other organization partners, providing strategic assistance, delivering high profile communication initiatives and events, and documenting 'best practice' through case studies and other media. For information see www.theclimategroup.org. The Climate Group is seeking a highly qualified individual to work with, manage and develop The Climate Group's key business and partner relations and assist in the strategic development and program delivery of the organization's west coast activities. The program manager will conduct direct outreach to and interact with business and state government leaders, coordinate one or more 'working groups' from the insurance, retail, wine and other sectors, provide strategic assistance to business and other partners in the areas of emissions reduction target setting, carbon markets and offsets, develop business-oriented communications and organize technical and other workshops.

Key Functions and Responsibilities

- Business outreach – identify, recruit and liaison with leading corporations and businesses that are advancing climate protection leadership, with initial focus on CA and west coast businesses
- Assist in the strategic development of The Climate Group's California and west coast activities, including new initiatives and projects and expansion of funding base
- Manage one or more sector specific "Working Groups", targets include insurance industry, wineries, retailers, utility sector, transportation or others
- Research and compile reports and website materials on corporate, institutional and national/state/local governments leading in the transition to a low carbon economy, e.g.; in emissions reductions, clean technologies, clean energy
- Develop business outreach materials and technical briefings for the business community on climate change policy and developments, economic opportunities related to ghg reduction, clean energy, clean technologies
- Respond to information requests and provide technical and strategic assistance to business and other partners in areas such as emissions reduction target setting, carbon markets and offsets, communicating emissions reduction and climate protection achievements
- Contribute to the demands of running a small organization in a dynamic, fast-moving environment
- Make presentations and represent The Climate Group at forums, workshops, other events

The ideal candidate is an experienced professional with a minimum of six years experience managing relations with business leaders, government sector and other stakeholders. Preference will be given for familiarity with global climate change, clean energy/technologies, ghg emissions reduction, or related field. Candidates from a wide range of sectors are welcome, e.g.: business sector, consulting/marketing firms, state, municipal or other public sector background. Candidate must be dynamic, organized and possess excellent people skills and written and verbal communication skills.

The Climate Group is an Equal Opportunity Employer offering competitive salary commensurate with experience and an excellent benefits package. Send resume and cover letter to: Nancy Skinner: nskinner@theclimategroup.org. Position closing date: April 20, 2006

The Climate Group: Senior Administrator/Executive Assistant (Oakland Office)

The Climate Group is an international organization opening its West Coast office in downtown Oakland. The Climate Group works with Fortune 500 companies, states and other governments who are demonstrating leadership in addressing global climate change, communicating the business case and economic opportunities of clean energy, clean technologies and greenhouse

gas emissions reduction, Key elements of the organization are: peer networking among corporations, governments, and others, delivering high profile communication initiatives and events, and documenting 'best practice' through case studies and other media. For information see www.theclimategroup.org.

We seek a take charge, seasoned and highly organized individual to take principal responsibility for the smooth running of the new West Coast office, provide executive level support to the Director and coordinate logistics for Climate Group events and communications. One-third to one half of position duties will be devoted to office management and the remaining to communications, research, interactions with organization members and other offices, meeting and event scheduling and coordination. The ideal candidate will have excellent problem solving and multi-tasking skills and be willing to respond to the multiple demands of a small, dynamic and fast paced organization.

Key Functions and responsibilities:

- Support a small team (expected to be 4 FTE – Director, Business Relations Manager, two part time researchers/interns) with meeting bookings, calendar and general administrative support.
- Day-to-day financial management (utilizing MS Quickbooks or Quicken), monitor expenditures against office budget, maintain required financial and legal files, submit bill payment and payroll details to outsourced payroll/bookkeeping firm. Interface with staff in UK headquarters office on recordkeeping, financial management, bill payment and other administrative areas.
- Plan and organize key events and meetings, including venue selection, logistics, invitations, etc.
- Assist with office communications and relationship maintenance with key stakeholders – answering information inquiries, maintaining frequent communication with business members and other contacts, respond to e-mail, other communications.
- Basic HR administration –maintain personnel records: W-2 and other forms, track vacation and sick leave, oversee health and pension plans and recruitment for position vacancies.
- Conduct internet research for corporate leadership and climate change-related information, prepare Powerpoint and other presentation materials.
- Research and maintain database of key organisational contacts primarily in US.
- Oversee office operations, e.g.: computer system and IT needs, telephone and voice mail system, and other equipment, liaise with suppliers and consultants.

The ideal candidate will be a professional, organized, detail-oriented person with multiple years experience in administration and executive support. Qualified candidates will have great people skills and high proficiency in verbal and written communication. Experience in coordinating or organizing events a plus. Good knowledge of MS Office Applications is essential, particularly Word, Excel, and Powerpoint.

The Climate Group is an Equal Opportunity Employer providing competitive compensation with full benefits. Send CV and cover letter to: Nancy Skinner, nskinner@theclimategroup.org
Position closing date: April 20, 2006

SpaceShare Green Travel: Ride-Share Project Assistant/Intern

Basic Roles and Requirements: You'll help us with a wide variety of projects, communicating with volunteers, allies and clients. Looking for:

- * Clear, concise writing skills.
- * Effective communicator.

- * Logical thinker.
- * Basic computer skills.
- * Excellent self-organization skills.

Much of your work will include emails and some phone calls with our clients, the people organizing festivals and conferences. You'll prepare information about the specific needs of an event so the programmer can quickly customize a carpool system to their needs, and help teach the event organizers how to encourage their attendees to carpool. Provide support for people using the carpool systems. Help out at festivals where we provide carpooling.

You'll be given a variety of projects based on your skills. You'll need to be relatively organized and ready for the "real world," and we'll help you learn how to really make things happen. There is some flexibility; you'll be assisting the founder, relieving him of whichever projects you are most capable and enthused to work on. The ideal person for this role is sharp and wants to learn a lot. Working with a small project is a great way to be challenged and to learn quickly. Below are some roles that could be part of this role or of a job that this internship might transform into:

Expanded/Optional Roles and Requirements:

- * Running an exhibit booth. Do you like the idea of going to the High Sierra Music Festival, setting up a booth, organizing some volunteers, and talking about practical environmentalism during the day (& attending the festival at night)?
- * More advanced computer skills. Did you take even a Freshman Computer Science class or know a few lines of Basic? If so, your job can be expanded to customizing the ride/room share configuration files.
- * Organizing & Volunteer Management.
- * Creative thinking. Can you help us stretch the goals of our projects.

Who We Are: SpaceShare builds "Green Event Logistics" systems to help people rely on and strengthen their community, rather than use up resources. Our first project builds online carpooling, room-sharing & networking systems for events: tools to help people travel to events with their neighbors and stay with hosts rather than hotels. We're working with about 50 events each year, one per week. We're ready to double that, at which point we should have the funding to hire someone.

Location: We are currently in the East Bay, BART accessible. (Option: We are very telecommute oriented, and as such are considering "travel sourcing," doing the work from someplace more affordable and more exciting than a US city. One partner is currently doing research from Chiang Mai, Thailand.)

Job Level: SpaceShare is currently a low-budget project, "a small group of people committed to changing the world," we're a mix of volunteers and one full time person earning income as we bring it in.

- * We've set aside \$1000 for a summer internship stipend. If we can find the funding, we'll be hiring someone for this role in late summer or early fall.
- * SpaceShare is also open to other suggestions by more experienced folks. Our ideal is to find a partner also willing to earn income as you generate it.

Plusses and Minuses:

- * Significant independence & responsibility (if you count this as a positive, keep reading...)
- * Low pay but exciting work that makes a big difference.
- * Taking on many roles and taking the chance to stretch means a great resume entry.

How to Apply:

Check out www.spaceshare.com then send us your questions and resume. Please include what you hope to get out of an internship. The exact time-frame is flexible, normal summer internship hours. info@spaceshare.com

Center for Resource Solutions: Green-e Renewable Certification Program Director and Senior Analyst

The Center for Resource Solutions is looking for one person with two complementary sets of skills as outlined below.

Green-e Program

Millions of electricity customers around the country now have the chance to sign up for green power – electricity produced from wind, solar, and other renewable energy technologies. To help make certain people get what they pay for, CRS created the Green-e Renewable Energy Certification Program to denote electricity offerings with true environmental merit. Green-e is the leading national certification program for renewable electricity with over 100 participating marketers and utilities.

CRS is looking for a flexible, highly motivated person to oversee all facets of this program. The Green-e Program Director will determine the future direction of the Green-e program and coordinate its various activities. The Program has three areas of focus: (1) Policy and Criteria Development; (2) Certification/Verification; and (3) Promotional Services. The Green-e Director will be responsible for managing Policy and Criteria Development as well as coordinating with the Directors of the other two focus areas. The Director will represent the Green-e program to funders, at public meetings and conferences, be responsible for consensus-building among diverse stakeholders, fundraising and financial management.

Senior Analyst

Though the Green-e Program Director is a critically important position at CRS, there will be time available to work on other CRS projects that could include: RECs Tracking; International Renewable Policy Development; Climate Change Policy; and Renewables Technical Assistance. The successful candidate should have strong writing skills and an interest in developing and working on one or more CRS program areas.

The successful applicant must have strong communications skills as well as interest in and the ability to manage and administer a national environmental initiative. Applicants should have a Master's degree or equivalent experience in the renewable energy market or renewable energy/environmental policy and over five years experience working on renewable energy issues. Previous work experience in a non-profit setting is desirable.

CRS is looking for someone with vision and the ability to anticipate changing market circumstances. The position requires an individual comfortable with all aspects of program management, ranging from program administration to policy-setting to brand management. This individual must also be a strong team player, capable of working collaboratively with other CRS Directors as well as managing several employees and an advisory board. Additional responsibilities include substantively contributing to other CRS program efforts. More information about the Green-e Program and CRS is available at www.resource-solutions.org.

CRS offers a generous benefits package. Competitive salary commensurate with experience -- please provide salary requirements in an application package that includes letter of interest, resume, and three professional references. The Center for Resource Solutions is an equal opportunity employer. Women and minorities are strongly encouraged to apply.

Applications should be sent (no calls, please), to:
Center for Resource Solutions

c/o Green-e Program Director Search
P.O. Box 29512
San Francisco, CA 94129
Fax: (415) 561-2105
Email: aleka@resource-solutions.org
The subject line should read: "Green-e Program Director Application"
The deadline to send in applications is Friday April 21, 2006.

Marin Conservation Corps: Financial Director

This 50% position is under the direction of the Executive Director (ED) the Financial Director (FD) is responsible for all financial operations of MCC. The Financial Director works closely with MCC's Executive Director, senior management team and Board of Directors to establish agency-wide goals and to develop, implement, monitor, and assess strategies to achieve the goals. This position supports the Executive Director by carrying out special projects as assigned by the ED and by keeping the ED apprised of any pending issues.

Specific Responsibilities Include, but are not limited to:

FINANCIAL REPORTING: The Financial Director is responsible for:

- Ensuring that the, Executive Director (ED), Board of Directors and Deputy Director are fully informed as to the financial and administrative health of the organization at all times. This is accomplished both in person and through written reports.
- Keeping the ED and department managers apprised of all financial issues pertaining to their departments.
- Ensuring the financial records of MCC, including its general ledger, accounts payable, accounts receivable, inventories and other accruals, payroll journal, and general journal are kept using generally accepted accounting principles and practices.
- Developing and implementing policies and procedures to ensure all accounting transactions and record-keeping functions comply with applicable state and federal laws and accounting principles.
- Preparation of the monthly financial statement(s).
- Preparation of the fiscal portion of all grant reconciliation's and reports.
- Providing appropriate fiscal management training to Board members, volunteers, staff, and program participants.
- Coordinating the annual external and/or funding audits.
- Serving as primary contact with external auditors and ensuring that all schedules and other information requested by auditors is accurate.
- Reviewing the annual audit and corporate tax returns after auditor's preparation.

BUDGET PREPARATION & MONITORING: Under the Direction of the Executive Director, the Financial Director is responsible for:

- Directing the creation and implementation of MCC's annual budget plan in accordance with priorities set by the Board of Directors.
- Monitoring departmental and full agency budget performance and reporting to the ED, Board of Directors, DD and department managers.
- Recommending budget changes made necessary by program performance or changes to funding to the ED and DD.
- Preparing and reviewing budgets and projections for grant requests.

SUPERVISION: The Financial Director is responsible for the smooth running of the finance department. In this capacity the FD:

- Provides supervision of the Controller with a goal of improving performance.
- Is responsible for the selection, supervision and evaluation of Controller in a manner consistent with MCC's personnel policies.
- Ensures that the Controller obtains the training s/he needs to perform his/her duties in a professional and effective manner.
- Meets regularly with the Controller to ensure that s/he is on track to meet their annual goals.
- Assists the financial staff in developing strategies to manage the Accountant in accordance with MCC's strategic plan and policies and procedures.
- Advises the Controller and makes decisions on financial problems consistent with MCC's policies & procedures.
- Establishes proper internal financial and management controls.
- Provides training to the finance department staff as necessary in procedures, policies, rules, and reporting.
- Ensures that all applicable labor laws are followed.

Read more about the position at www.marincc.org.

Please fax a cover letter, resume and salary requirements to (415) 454-4595 or you can email this information to: recruiter@marincc.org

Marin Conservation Corps: Corps-to-Career Coordinator

Marin Conservation Corp's mission is to develop youth and conserve natural resources for a strong, sustainable community.

GENERAL RESPONSIBILITIES

The Corps-to-Career Coordinator provides case management, counseling and support services to corpsmembers from a variety of backgrounds, on an ongoing basis. S/he implements Corps-to-Career program for all corpsmember and alumni by assisting in job search and development, employment and educational placements, transitional services, and post-program support.

This individual develops and maintains relationships with local employers and social service providers to create employment, education and support services and provides up to two (2) years of continued personal, career and educational counseling for corpsmembers completing MCC's programs.

The Corps-to-Career Coordinator assists the Education Department in developing, assessing, and maintaining high-level education programs especially as they relate to career development.

Under the direction of the Human Resources Manager, the Corps-to-Career Coordinator will also assist in the recruitment and retention of new corpsmembers.

Read more about the position at www.marincc.org.

You can fax your cover letter, resume, and salary requirements to (415) 454-4595 or email this information to: recruiter@marincc.org

Bay Area Air Quality Management District: Air Quality Program Managers (2)

The Bay Area Air Quality Management District is seeking two Air Quality Program Managers (An Agency Spokesperson and a Community Outreach Manager) to develop and manage outreach efforts throughout the nine-county District.

Both positions report directly to the Director of the Outreach and Incentives Division. The enclosed brochures provide descriptions of the most important aspects of each job.

The salary range for both positions is \$92,431 to \$112,350. Both positions include a generous benefits package including District-paid PERS retirement (2% @ 55) and a transit subsidy up to \$175 per month. For more information about the District, including more details about our benefits, please visit our website, www.baaqmd.gov.

Highly qualified individuals who are eager to help communicate the District's commitment to clean air, public health and the environment are invited to submit application materials by Monday, April 24.

The Wilderness Society: Coordinator – Off-Road Vehicle (ORV) Campaign

The Wilderness Society (TWS) seeks an experienced Campaign Coordinator to develop and implement a strategy for building grassroots support from conservation, recreation, and hunting and angling interests, as well as political support from elected officials, to influence the designation of an off-road vehicle route system on California's national forests.

The ideal candidate for this position has worked previously on a conservation campaign to mobilize interested constituencies, involve elected and agency officials, and educate the media. Experience working with federal land management agencies, particularly in a planning process, is imperative. The Campaign Coordinator must be skilled at coalition work because they will be working with a diverse group of interests that includes private landowners, scientists, and activists. This individual must also be willing to work on many projects, juggle competing priorities, and be able to demonstrate leadership in the fulfillment of their campaign responsibilities. Strong communication skills, flexibility, and a "can-do" attitude are essential.

Responsibilities:

The Off-Road Vehicle Coordinator will play a central role in the Off-Road Vehicle Campaign by tracking the Forest Service route designation process, keeping The Wilderness Society team and our partner groups informed about the process, and getting individuals and organizations to engage at critical decision-making points in the process.

Specific activities will include:

- Build and coordinate a statewide coalition of organizations and activists; this will involve outreach efforts to local, regional, and even national organizations with an interest in this issue and identifying and mobilizing organizations or activists willing to spearhead the local response for each forest. The Coordinator will also organize periodic meetings, develop an email network to share information about the process, and let coalition members know when they need to engage in public meetings or provide public comments.
- Strengthen relationships with key Forest Service officials working on this issue at the state level, and in some areas where there is not a strong local presence engage with individual foresters working on the route designation processes.
- Coordinate the development of ecological, economic, and policy/legal criteria with relevant TWS staff and partners. Specific activities include identifying individuals with relevant expertise, coordinating meetings of experts, and assisting in writing the criteria. The Coordinator will also work to garner endorsements for those criteria from the scientific community.
- Serve as a central information source for the various organizations and individuals involved in the coalition effort, and connect groups and individuals with experts and information as needed.
- Manage and maintain regular communication with the TWS off-road vehicle team to ensure the implementation of strategies to maximum impact.
- Assist local groups and individuals with media outreach, including providing background materials, as well as connecting them with TWS communications specialists.

- Design and implement grassroots trainings on off-road vehicle issues, the route designation process, and field inventories.

Qualifications

- 2+ years experience developing and managing public outreach for a conservation campaign.
- Experience working with federal land management agencies.
- Demonstrated ability to mobilize interest groups.
- Ability to coordinate with coalition partners.
- A strong sense of initiative and the ability to work independently.
- Excellent written and oral communications skills.
- Demonstrated ability to multi-task and achieve deadlines.
- Ability to work positively with all kinds of people.
- Dedication to the preservation of California's public lands.
- Competence with email, word processing, spreadsheet and fax software.

The Wilderness Society is an Equal Opportunity Employer and Diversity is a core value. Women and people of color are strongly encouraged to apply.

Submit résumé, cover letter, writing samples and references to: Kelly White, Director of Human Resources; The Wilderness Society, 1615 M Street, NW, Washington, DC 20036; fax #202-454-2546; email kelly_white@tws.org; no phone calls please.

Graniterock: Environmental Specialist

Graniterock has a position opening up for an Environmental Specialist.

More information on the website: <http://www.graniterock.com/employmentopportunities.html>.

If you are interested, please contact: Tina Lau, Graniterock Company, Environmental Services Department, (831) 768-2009.

WildCare: Development Director

WildCare is an environmental education and wildlife rehabilitation center located in Marin County, California. The wildlife hospital cares for ill, orphaned or injured wild animals, while the education department provides meaningful nature programs to connect children—and adults—with the natural world around them. Over 300 volunteers provide the resources necessary to take care of more than 4,000 animals in our San Rafael hospital. Other volunteers provide classes and nature hikes to thousands of children and adults throughout the San Francisco Bay Area.

The Development Director reports to the Executive Director and is responsible for all aspects of development and fundraising. The Development Director supervises Development Department staff and volunteers. The Development Director must be comfortable working in a collaborative environment, with equal sensitivity to the care of the animals and the needs and requirements of the volunteers and staff.

This is an exciting time for WildCare: an energized board and staff have approved a new mission statement, "WildCare advocates for wildlife for a sustainable world" and tagline, "The Voice for Wildlife". Programmatic work has expanded beyond traditional education and wildlife rehabilitation to include advocacy on human/wildlife interaction issues that extend well beyond the local region. The public courtyard is under renovation, and WildCare is well positioned to garner greater visibility and funding as a result. We are looking for a key professional to play a significant role in making this happen.

DEVELOPMENT/FUNDRAISING RESPONSIBILITIES

- Plan and oversee annual development budget and calendar;

- Develop strategy for and oversee the execution of all fundraising programs and activities including expansion of WildCare's membership program;
- Develop and implement marketing and public relations strategies and programs;
- Oversee, in conjunction with the Executive Director, donor communications and relations with individuals, foundations, corporations and the public;
- Work closely with board members to involve them in major donor and other fundraising activities as appropriate;
- Work with program staff to ascertain program funding needs and develop appropriate fundraising strategies to meet financial needs;
- Analyze existing fundraising programs and provide ongoing analysis.

LEADERSHIP RESPONSIBILITIES

- Build and maintain a professional culture within the development function, and help build and maintain the same culture across WildCare;
- Work cooperatively with other staff across the organization to set and achieve organizational goals;
- Represent WildCare at community functions and meetings (local government, Chamber of Commerce, service clubs, etc.) and network with community leaders.

MANAGEMENT RESPONSIBILITIES

- Supervise departmental staff and volunteers, delegating work to them as appropriate;
- Develop analytical reports from donor database to increase fundraising success.

STAFF DEVELOPMENT RESPONSIBILITIES

- Work with development staff to outline performance goals and metrics;
- Actively coach and mentor development staff, providing development and training opportunities as needed;
- Conduct annual performance evaluations on all development staff.

QUALIFICATIONS

- Minimum of ten years experience in fundraising and development activities;
- BA or BS;
- Good organizational and supervisory skills;
- Ability to work well and communicate with the public, staff and volunteers;
- Ability to work flexible days and hours;
- Excellent written and verbal communication skills;
- Excellent computer and database skills – knowledge of Filemaker Pro and PowerPoint preferred;
- Experience in email and internet fundraising;
- Planned giving experience.

DESIRED CHARACTERISTICS

- Positive team player
- Self-starter
- Results oriented
- Entrepreneurial
- Passion for nature – wildlife and environmental education

Please send a cover letter and resume to:
Development Director Job Search
WildCare
76 Albert Park Lane
San Rafael, CA 94901
email info@wildcarebayarea.org
fax 415.456.0594

No phone calls please.

Our first round of resumes will be reviewed May 1, 2006. In order to be included in the first round of interviews your resume must be received by April 30, 2006.

OASES: Environmental Leadership Workshop Instructor

Come work at an afterschool program that is passionate about promoting the leadership skills of youth and staff!

OASES trains 400 U.C. Berkeley students to provide individualized tutoring and mentoring to over 400 low-income youth in grades 1-12, and provides enrichment & leadership programs. In the OASES LEAP Elementary School Program, OASES offers enrichment workshops that are not offered during the school day (i.e., Environmental Leadership, Financial Literacy, Arts, Leadership, Diversity Education, Creative Writing, Brazilian Martial Arts) through three 11-week long sessions per year.

Goals of the workshop are to empower elementary students to practice the 4Rs- Reduce, Reuse, Recycle, and Rot (compost)- through activities that:

- *Are interactive and hands-on, such as field trips (i.e., to the landfill, Edible Schoolyard, etc.)
- *Show youth how their decisions impact natural resources
- *Inspire youth to practice the 4R's- Recycle, Reuse, Reduce, and Compost- in their home and at school, and engage their friends and family.
- *Show youth how to grow organic vegetables and fruit in the garden, and how to enjoy it as food.
- *Inspire youth to reduce their consumption.
- *Engage youth in an advocacy project that encourages the community to practice the 4R's

JOB DESCRIPTION:

- *Oversee & manage a group of 15-25 elementary students (grades 3-5), depending on class size
- *Exercise creativity in developing & teaching environmental leadership curriculum for youth, including organizing resource materials & designing culturally competent lessons.
- *Meet with Associate Director of Elementary Programs to discuss students & curriculum, as needed.
- *Provide a written outline of the workshop for the semester (sample curriculum is available)
- *Work with youth on planning and implementing a presentation to their peers at the end of the semester.
- *Provide monthly progress reports on workshop activities.

Instructors **MUST** be available to teach Monday –Thursday 3-4pm (1 hour/day) AND Fridays from 4:15-6pm.

Qualifications:

- *Demonstrated involvement & commitment to the youth community.
- *Experience (volunteer/paid) working with youth.
- *Good administrative & supervisory skills.
- *Demonstrated knowledge of the 4Rs- Reduce, Reuse, Recycle, and Rot (compost).
- *Experience teaching environmental leadership to youth.

Start date: April 17, 2006 (applications taken until position filled).

Hourly rate DOE. Benefits are not included.

Please submit your resume & cover letter to linda@oases.org. Visit www.oases.org.

OASES is an equal opportunity employer and is committed to staff diversity.

Environmental Defense: Receptionist/Office Assistant (Oakland office)

The Receptionist/Office Assistant is responsible for supporting the Oakland office of Environmental Defense with administrative support and supporting the Oakland Office Manager to ensure smooth office operations. In addition to providing courteous service to all callers and guest who contact the Oakland office, the Receptionist/Office Assistant will also provide support to program staff as needed

Receptionist Responsibilities:

- * Answer and route telephone calls in a professional and courteous manner to appropriate staff
- * Sort and distribute incoming mail. Prepare shipments; accept and distribute deliveries
- * Check and route faxes throughout the day
- * Open and close the switchboard daily
- * Ensure proper appearance of reception area, conference room, common areas
- * Maintain staff and conference room calendar
- * Update and maintain staff phone and contact lists

Office Assistant to the Office Manager Responsibilities:

- * Assist with accounts payable processing - coding, copying and filing
- * Distribute paychecks and timesheets; copy and file timesheets
- * Assist Office Manager with special projects to include national administrative department projects
- * Assist Office Manager with meeting planning - set up of conference room, video/phone conference equipment as required
- * Setup and operation of monthly Tech Training
- * Prepare postage meter and copier reports for Office Managers review and processing
- * Monitor, maintain, order and stock office supplies for Oakland, Sacramento and Los Angeles offices
- * Assist Office Manager with setup, operation, scheduling and training of videoconference equipment as well as conference calls as needed.
- * Backup to Office Manager to troubleshoot and oversee repair/maintenance of copier, printers, postage and fax machines
- * Additional office duties as needed

Other responsibilities

- * Support program staff with administrative needs including filing, faxing, correspondence, travel, and public inquiries.
- * Reconcile travel expenses for program staff as needed
- * Travel arrangements for staff and visiting staff as needed
- * Internet research as required

Qualifications

- * Minimum 3 years experience in a similar position
- * Strong computer skills – Proficient in all MS Office applications, along with the ability to adapt to new software programs
- * Familiar with office equipment and can troubleshoot problems with copiers/fax machines and printers
- * Excellent proofreading, writing, clerical and communication skills
- * Must be well organized, motivated, detail-oriented, and proficient in the use of standard office equipment
- * Ability to juggle multiple tasks in a high-pressure environment
- * Must be flexible and possess good interpersonal skills
- * Hours – 9-5, timeliness essential
- * Some heavy lifting may be required

Please submit your cover letter, resume and salary requirements to: Cheryl Pickard, Environmental Defense, 1875 Connecticut Avenue, NW, Washington, DC 20009. Fax: (202) 387-1030. jobs@environmentaldefense.org