



San Elijo Lagoon CONSERVANCY
Connecting communities. Protecting nature.

ASSOCIATE BIOLOGIST/PROJECT COORDINATOR
Job Description

San Elijo Lagoon Conservancy is a Southern California nonprofit land trust. In 2017, we will be celebrating 30 years of service. OUR VISION is a world where biodiversity is preserved and people act to conserve nature and embrace it as central to a healthy community. Our members, partners, and supporters invest in our shared mission to protect and restore the resources of San Elijo Lagoon Ecological Reserve, its watershed, and related ecosystems for the benefit of current and future generations.

The 1000-acre reserve is bordered by Solana Beach, Encinitas, and Escondido in San Diego's coastal north county. For more information please visit: www.sanelijo.org

JOB DESCRIPTION: SELC's Habitat Management Program (HMP) is overseen by SELC's Associate Director and managed by SELC's Lead Ecologist. SELC is seeking an Associate Biologist/Project Coordinator with demonstrated project administration skills to successfully implement and monitor assigned HMP invasive species removal and habitat restoration projects, including mitigation projects.

KEY RESPONSIBILITIES: The primary responsibilities of the Associate Biologist/Project Coordinator will include working with the HMP team, as well as directly with the Lead Ecologist, to implement, monitor and maintain assigned invasive species and/or habitat restoration projects in northern San Diego County. The successful candidate will be accountable for the following key responsibilities:

- Conduct initial and maintenance site inspections to assess project needs.
- Coordinate and manage monitoring efforts for assigned projects.
- Adhere to project implementation, monitoring and reporting schedules.
- Manage project budgets in coordination with the Lead Ecologist and the Finance and Administrative Director.
- Ensure that project activities comply with permitting requirements.
- Coordinate invasive species treatments, initial restoration site plantings, infill plantings and irrigation with contractor(s) and HMP staff.
- Coordinate avian and cultural monitoring with contractor(s).
- Conduct periodic site inspections to ensure contractor(s) are meeting permit obligations and are conducting work appropriately.
- Manage any needed landowner coordination for assigned projects.

ADDITIONAL RESPONSIBILITIES

- **Grant Writing Assistance and Program Development**
 - Assist the Lead Ecologist with the development of grant proposals.
 - Work directly with the Lead Ecologist and Geographic Information Systems (GIS) staff to identify potential project sites.
- **Administration & Reporting**
 - Act as lead author on project quarterly, annual and final reports.
 - Work with GIS staff to prepare maps for project quarterly, annual and final reports.
 - Administer the peer review, completion and submittal of project quarterly, annual and final reports.
 - Attend regular general staff and HMP meetings.
 - Contribute to bi-monthly staff report.

MINIMUM REQUIREMENTS:

- Bachelor's degree in Biology, Ecology, Environmental Science, Botany, or other closely related field.
- 5+ years of relevant professional work experience.
- Knowledge of local habitats, flora and fauna.
- Experience with field data collection, common protocols (e.g. relevé method of sampling vegetation), data review, and preparation of technical documents.
- Excellent verbal, interpersonal and written communication skills; demonstrated proficiency in technical writing.
- Solid problem-solving and decision making capabilities, including ability to identify existing or potential problems and recommend solutions.
- Must be comfortable working outdoors, sometimes under rigorous conditions (e.g. hot and/or rainy weather; dense vegetation).
- Excellent organizational skills with the ability to handle multiple, high-priority projects with keen attention to detail.
- Self-motivated individual with good time-use skills, and the ability to work in a team environment.
- Proficiency in the following software or systems: MS Word, Excel, Access, PowerPoint, Adobe Acrobat, ArcGIS and ArcGIS Collector.
- Ability to seek assistance when needed and to delegate tasks when appropriate.
- Must possess a valid California driver's license.

Reporting Structure: This position reports to SELC's Lead Ecologist.

Hours: Position is regular, full-time, non-exempt expected to work 32-40 hours per week. This position is grant-based; long-term continuance of the position will be contingent on procurement of additional grant funds.

Compensation: Hourly rate will be \$19.50-\$25/hour commensurate with experience. Benefits will include paid holidays, paid vacation, paid sick time, personal time, health vision and dental insurance, and the option to participate in a 401k retirement plan with an annual employer match up to \$1,200.

To Apply: Please submit cover letter, resume, writing sample, and professional reference contact information by **February 28, 2017** to: shirley@sanelijo.org.