

## Habitat Restoration Coordinator

### Newport Bay



**Organizational Overview:** Newport Bay Conservancy (NBC) has a proud history of environmental advocacy, having been involved in the original efforts to protect Upper Newport Bay from development over 50 years ago. Upper Newport Bay is a 1,000-acre open space containing tidally influenced water and freshwater sources, mudflats, and vegetated marsh surrounded by upland coastal sage scrub and grassland. Our mission is to protect and preserve the Bay through education, restoration, research and advocacy. We are able to do this with a small, dedicated staff and the support of over 200 active volunteers contributing over 11,000 hours of service each year.

**Job Summary:** The Habitat Restoration Coordinator for the Newport Bay Conservancy will work directly with the Restoration Manager to help coordinate and assist with planning, design, permitting, implementation, grant writing and biological and construction monitoring of habitat restoration projects through the Upper Newport Bay.

### Principal Responsibilities:

1. Help identify and prioritize opportunities for habitat restoration projects in the Bay.
2. Assist with documentation, historical information and maps related to restoration needs.
3. Effectively communicate with restoration experts and provide project oversight to contractors and partners.
4. Help identify appropriate consultants or contractors and administer agreements pertaining to their subcontracted work which could range from biological, cultural, historical and feasibility studies to permit applications, design, and construction for large-scale projects.
5. Coordinate and facilitate implementation of habitat restoration activities including biological and construction monitoring.
6. Conduct easement monitoring and reporting for partner agencies.
7. Public speaking to various constituent groups, giving presentations and hosting projects or educational tours.
8. Review documents prepared by subcontractors including permit applications, design drawings, specifications, environmental clearances, and habitat mitigation plans.
9. Partner with landowners and/or consultants to prepare and process grant applications.
10. Prepare necessary invoices and monthly progress reports for current funders.
11. Assist in monthly and annual reports, including income, expenditures, and in-kind contributions to NBC's Board of Directors.
12. Coordinate/manage new and ongoing habitat restoration projects.
13. Track project activities and accomplishments and coordinate receipt of deliverables to permit agencies and grantors.

### Applicant should have the following qualifications:

1. Bachelor's degree or equivalent in Biology, Ecology, Environmental Science or related field with some type of paid, professional experience dealing with habitat restoration projects in Southern California.

2. Knowledge of local native and non-native fauna and flora; birding experience preferred.
3. Experience with qualitative and quantitative monitoring of restoration sites.
4. Experience leading field-based community habitat restoration programs.
5. Working knowledge with resource agencies such as CCC, CDFW and USFWS, RWQCB, USACOE.
6. Ability to work well with and effectively communicate with state agencies and the public as a NBC representative.
7. Must be able to perform physical activity under a variety of conditions including heat, humidity, sun, rain, wind, etc.
8. Ability to stand and/or sit for extended periods of time.
9. Ability to draw sound conclusions and make appropriate recommendations.
10. Have knowledge of general concepts related to biological and environmental issues.
11. Ability to communicate effectively on technical and non-technical issues to diverse audiences, privately and publicly.
12. Applicants must hold a valid driver's license.

### **Desired Qualifications**

1. Strong technical writing skills with ability to write, edit, and produce high quality documents.
2. Experience with environmental policy and the regulatory process and permitting.
3. Excellent communication skills in English, both verbal and written.
4. Comfortable engaging with partners and diverse stakeholders.
5. Ability to work independently and as part of a team.
6. Strong knowledge and proficiency with web browsers, email, and Microsoft Office Suite.
7. Experience with ArcGIS software preferred; i.e. geodatabase management, data collection and analysis, and map creation for reporting and permitting compliance

**Location:** The position is normally based at the Back Bay Science Center (600 Shellmaker Road, Newport Beach, CA 92660) with travel to different monitoring sites around the Bay. Currently, working arrangements may be work-from-home with field work and limited in-office work at the Bay.

**Salary Detail and Working Hours:** Part-time, seasonal employment with a wage of \$20-22/Hr, less all applicable taxes and withholdings. As a part-time, seasonal employee, employee benefits that regular employees receive, including, but not limited to, health insurance, vacation, sick or paid holidays will not be offered. The ability to work a flexible schedule (depending on projects) with alternative weekend work as needed for public stewardship events.

**How to Apply:** Apply with a cover letter and resume by August 7, 2020 to: Habitat Restoration Coordinator Search Committee, [info@newportbay.org](mailto:info@newportbay.org). Please no phone calls at this stage. More information about NBC can be found at [www.newportbay.org](http://www.newportbay.org).