

**Organization:**

The Tijuana River National Estuarine Research Reserve is located in Imperial Beach, California. Our mission is to preserve and restore the natural and cultural resources of the Tijuana River Estuary. The Tijuana Estuary is one of 28 protected coastal sites in the National Estuarine Research Reserve System designated to protect and study estuarine systems (<http://nerrs.noaa.gov/>). The Reserve conducts research, monitoring, restoration, education, and training designed to improve our understanding and management of estuaries. The Reserve is managed by California State Parks, in partnership with the Southwest Wetlands Interpretive Association, the National Oceanic and Atmospheric Administration, and the U.S. Fish and Wildlife Service. For more information, visit www.trnerr.org.

Job Description:

The Stewardship Associate focuses on sediment and marine debris control, habitat restoration, and invasive species control projects at the Tijuana River National Estuarine Research Reserve, with the goal of protecting endangered species, improving water and habitat quality, and preserving the estuarine environment. He/she oversees project implementation, including budgets, grants, volunteer work days, subcontracting, permitting, construction, reporting, and monitoring. He/she reports to the Reserve Manager and is an ambassador for the Reserve's Stewardship Program.

Job Requirements:

- Bachelor's degree in biology, ecology, natural sciences, or related field,
- Minimum three years of experience in habitat restoration, invasive species control or related field,
- Strong working knowledge of plant and animal species of coastal California,
- A valid driver's license,
- Authorized to work in the U.S.,
- Able to lift 30lbs and travel by foot over uneven terrain,
- Able to work a flexible schedule in office and field settings, which may include occasional weekends, evenings, and travel (in-state or nationally one week/year),
- Proficiency with Microsoft Office Suite and ArcGIS software,
- Able to collect and record quality field data and prepare written reports.

Desired Skills:

- Strong project management and problem-solving skills. Ability to take initiative and work individually or as a member of a team. Ability to adapt to changing needs,
- Excellent communication skills, with experience in public speaking and presentations,
- Ability to set priorities, balance short-term and long-term objectives, meet deadlines, and work with staff from various programs to accomplish goals,

- Ability to establish and maintain effective relationships with a wide variety of partner organizations, volunteers, and the public,
- Experience managing restoration projects and contracts,
- Experience writing grant proposals and managing grants, and
- Experience working with non-profit organizations.

Compensation and Work Environment:

- This position is employed part-time by California State Parks and part-time by Southwest Wetlands Interpretive Association, for a total of 40 hours per week. The position is not permanent and relies on grant funding. Hourly rate for each employer will depend on experience and education. Starting annual pay range is \$28,665 - \$34,725. No relocation costs or housing are available. Health care benefits are not included; however, vacation, sick leave and some retirement benefits are provided.

This position requires spending several hours at a time at a computer in a casual office environment, as well completing outdoor field work which may include the lifting of 30lbs at a time, frequent bending over, hiking, use of hand tools, and working in close proximity to environmental stressors such as polluted water. Incumbent must be willing to wear uniform in field or when interacting with the public.

To apply:

Individuals wishing to apply must submit a cover letter and resume that includes two references from previous employers. Incomplete submissions will not be considered. Email submissions to stewardship@trnerr.org, or mail to Stewardship Position, 301 Caspian Way, Imperial Beach, CA 91932. Electronic submissions preferred.

Applications deadline is 5 p.m. PST Friday July 15, 2016 , with interviews being held the week of August 1. Submissions will be reviewed on a continual basis until the deadline. Proof of valid driver's license, clean driving record, 4-year college transcript, and reliable transportation will be required for employment. California State Parks and SWIA are equal opportunity employers.