



Position Description Sierra Nevada AmeriCorps Partnership

Tahoe Resource Conservation District – South Lake Tahoe	
Position Title:	Type:
Program Assistant and Outreach Specialist	<input checked="" type="checkbox"/> Full Term <input type="checkbox"/> Half Term

Organizational Background: Tahoe Resource Conservation District (Tahoe RCD) is one of nearly 3000 Conservation Districts across the country helping people protect land, water, forests, wildlife, and related natural resources. The California State Legislature formed Tahoe RCD in 1974 under Division 9 of the California Public Resources Code. Tahoe RCD is a non-regulatory, grant-funded, local agency that works in the Lake Tahoe Basin.

Tahoe RCD, along with our many partners, obtains grant funding and private donations to support all aspects of conservation issues which include, but are not limited to water quality, wildlife habitat, fire defensible space, sustainable recreation, water conservation and community enhancement. Current programs at Tahoe RCD focus on stormwater management, aquatic invasive species control and prevention, land management, forestry, restoration, and conservation landscaping initiatives including Fire Adapted Communities Program.

Number of Member Positions at this Site: one

Site Supervisor’s Name(s) and Title(s):

Nicole Shaw, Program Manager

Position Description: The SNAP Member will be primarily serving in the Fire Adapted Communities Program (75%) and assisting with special projects for the District primarily in the Restoration Program and Stormwater Program (25%). The Fire Adapted Communities (FAC) program increases neighborhood-wide actions to promote adaptation and resilience to wildland fire in residential areas, focusing on 5 components of FAC – access for emergency vehicles, built environment, community protection, defensible space, and evacuation planning. The program works closely with fire district personnel and their constituents to promote defensible space compliance on private properties. The Restoration Program is primarily focused on the restoration and land management of Johnson Meadow, a recently acquired 206 acre meadow along the Upper Truckee River. The Stormwater Program supports local jurisdictions with the Total Maximum Daily Load (TMDL) monitoring requirements by implementing and managing the Regional Stormwater Monitoring Program to collect

water quality status and trends data to verify that collective actions taken in urban catchments are reducing pollutant loads in stormwater runoff.

This position will coordinate education and outreach efforts on behalf of the Fire Adapted Communities (FAC) Program. The selected candidate will be under the direction of the Landscape Conservation Program Manager. This position will be responsible for coordinating, planning, and attending events, organizing educational outreach activities, managing social media platforms, updating websites, and interacting with private/public property owners and partners of the Tahoe Network of Fire Adapted Communities (Tahoe Network). Additional duties involve answering phone calls and emails from the public, providing customer service, and interacting with partners of Tahoe RCD and Tahoe Network.

- Provide education and outreach at community and neighborhood events on behalf of the Tahoe Network and Tahoe RCD
- Assist with planning, advertising, and implementing workshops and neighborhood events
- Recruit neighborhood leaders and members to the Tahoe Network
- Address comments, questions and concerns from the public at events and via phone calls, email, and social media
- Track and quantify metrics for outreach efforts
- Assist with outreach display and educational materials development
- Update and maintain websites for tahoercd.org and tahoe.livingwithfire.info
- Assist with posting on social media platforms for Tahoe RCD and Tahoe Living With Fire
- Organize and inventory outreach supplies
- Contribute to the Tahoe Network and Tahoe RCD e-newsletters, publicity, newsprint articles, press releases, and advertisements
- Assist Restoration Program Manager with monitoring, field studies, and volunteer workdays
- Conduct stormwater monitoring for storm events at Tahoe RCD monitoring locations

Site-Specific Training Provided:

Tahoe RCD's orientation consists of office tour, meet and greet with staff/board, review of protocols and policies. Tahoe RCD staff also have an ongoing open-door policy for future needs to make all staff feel welcome.

The SNAP member will receive materials that describe our programs and current strategic plans for the District and programs.

Career development opportunities will be assessed once a member is selected. There are many possible training opportunities available for writing, social media, specific monitoring techniques and much more. Tahoe RCD believes in investing in our staff's development and we will work with the individual member to identify specific needs and areas of improvement.

Things to Note:

- **Working Conditions:** Work is performed at a desk (40%), in the field (40%), in meetings (10%), and driving (10%). Office environment has natural and artificial lighting. Position will require flexible work hours when needed (evenings and most peak season weekends), with basic work week being Monday – Friday. Incumbent may be required to use personal vehicle for work duties when District vehicles are not available. District will reimburse mileage at the federal rate.
- **Physical Requirements:** The physical requirements described here are representative of those

that must be met by an employee to successfully perform the essential functions of the job. Ability to lift and carry up to 40 lbs and ability to sit (60%), walk (10%), and stand (30%) for intermittent periods of time and on a frequent basis; bending, kneeling, squatting, reaching overhead, stretching, and climbing; strength, dexterity; occasional use of eye and / or ear protective wear; coordination and vision to operate personal computer and view video display terminal for frequent periods; and the ability to communicate on a telephone, via email, and in person.

Desired Qualifications:

- 4-year degree in a natural resource related field and/or 3-5 years of experience with progressive responsibilities in the field of conservation or related field
- A passion for natural resources and conservation
- Experience with social media and marketing
- Demonstrated experience in public outreach, customer service, and conflict resolution
- Ability to multi-task, manage time, and organize ongoing efforts
- Computer skills including knowledge of all Microsoft Office applications and Google suite

Additional Benefits:

No additional benefits

WORK HOURS		
8 hour days	10 hour days	10+ hour days
80%	20%	0%
Housing Offered through Site: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Vehicle provided for Placement Site work: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

TYPE OF WORK							
Field Work <i>(e.g.: field surveys, planting, invasive pulls, maintenance)</i>	Office Work <i>(e.g.: lab analysis, data entry, GIS, writing)</i>	Communiting <i>(e.g.: travel to field work and project Sites)</i>	Watershed Restoration and Assessment <i>(e.g.: water quality monitoring, habitat restoration, fish surveys)</i>	Education and Outreach <i>(e.g.: teaching, tabling, citizen science)</i>	Volunteer Recruitment & Management <i>(e.g.: volunteer work)</i>	Member Training <i>(e.g.: Site-specific training, conferences, and development opportunities)</i>	Other <i>(e.g.: gear and equipment maintenance)</i>
5%	55%	0%	5%	15%	10%	10%	0%