



**Position Description**  
**Sierra Nevada AmeriCorps Partnership**  
**Sierra Nevada Alliance – Tahoe City**

<b>Sierra Nevada Alliance – Tahoe City</b>	
<b>Position Title:</b>	<b>Type:</b>
Education and Outreach Assistant	<input type="checkbox"/> Full Term <input checked="" type="checkbox"/> Half Term

**Organizational Background:** Since 1993, the Sierra Nevada Alliance has been protecting and restoring Sierra lands, water, wildlife, and communities. The Alliance exists to elevate and support Sierra ecosystems and communities, by serving as a hub for stewardship of the Sierra Nevada, which we achieve by empowering and collaborating with our partners. With offices in South Lake Tahoe and Tahoe City, the Alliance focuses on Sierra-wide conservation efforts, and have been running the SNAP program since 2007. To learn more, visit our website at <http://www.sierranevadaalliance.org/>.

**Number of Member Positions at this Site:** *2 Half Term.*

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

- *Sierra Supervisor, Education and Communication Director, (530) 542-4546*

**Position Description:** The Alliance’s Full-Term Education and Outreach Member will support Alliance Education and Outreach programming, helping to support and grow the Alliance’s Sierra Science Program, the Watershed Program, and the Member Group Program. This will include coordinating and implementing the Sierra Nevada Alliance’s new Wild and Scenic Film Festival K-12 Assembly program at schools in the Tahoe Basin and Truckee school districts. The Member will play an important role in developing and leading education/ outreach programming for Sierra Nevada Alliance Member Groups, partners, and major donors throughout the Sierra. Additionally, the Member will work with the Education and Communication Director to coordinate and run the Sierra Nevada Alliance Conference. They will represent the Sierra Nevada Alliance at partner meetings and at outreach events throughout the Sierra. The Alliance Education and Outreach Member will assist Sierra Nevada Alliance Member Groups with restoration and monitoring activities in the Sierra Nevada, as needed.

**Sierra Nevada Alliance Projects:**

- Help organize and implement the Sierra Nevada Alliance Conference.
- Secure silent auction donations for the Alliance Conference.
- Recruit and support volunteers for the Sierra Nevada Alliance Conference.
- Develop, coordinate and implement outreach and educational events throughout the Sierra for Alliance Member Groups, partners, and Sierra Keepers.

- Provide capacity to Sierra Nevada Alliance Member Groups: coordinating and participating in watershed projects involving monitoring, restoration, education, and, or volunteer recruitment, as needed.
- Represent the Sierra Nevada Alliance at watershed related meetings throughout the Sierra and identify ways to collaborate.
- Represent the Sierra Nevada Alliance at tabling and outreach events throughout the Sierra.
- Coordinate, and implement Wild and Scenic Film Festival Assemblies.
- Create social media posts for projects.
- Coordinate and attain resources for SNAP graduation restoration projects.
- Write grants to help fund outreach and educational events throughout the Sierra for Alliance Member Groups, partners, and Sierra Keepers.

**Site-Specific Training Provided:**

- Grant writing training
- Sierra-wide networking opportunities
- Attendance at local and regional conferences

**Things to Note:** This position is in Tahoe City, CA. The location puts you near many outdoor activities including skiing, snowboarding, mountain biking, and water sports.

**Required Qualifications:**

- Must be a U.S. Citizen, U.S. National, or Lawful Permanent Resident Alien of the U.S.
- Bachelor's Degree preferred
- Must be a minimum of 18 years or older
- Must not have a criminal history that precludes the applicant's ability to work with vulnerable populations, such as the youth and elderly

**Desired Qualifications:**

- Background in science and/or education (coursework or relevant experience)
- Ability to present educational programs to both adult and student audiences
- Experience with water monitoring and restoration
- Public speaking and outreach skills
- Ability to work with local community members, conservation groups and agencies
- Experience organizing events
- Skills facilitating and/or participating in group meetings
- Ability to lay out work tasks, identify resources, focus work and complete tasks on time
- Strong writing skills
- Independent, highly motivated, and able to meet deadlines with limited supervision
- Passion for the natural environment
- Proficiency using personal computers and Internet
- Ability to travel throughout the region
- Physical ability to perform strenuous activities at high elevations

WORK HOURS		
8 hour days	10 hour days	10+ hour days
90%	5%	5%
<b>Housing Offered through Site:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>Vehicle provided for Placement Site work:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

TYPE OF WORK							
<b>Field Work</b> <i>(e.g.: field surveys, planting, invasive pulls, maintenance)</i>	<b>Office Work</b> <i>(e.g.: lab analysis, data entry, GIS, writing)</i>	<b>Commuting</b> <i>(e.g.: travel to field work and project Sites)</i>	<b>Watershed Restoration and Assessment</b> <i>(e.g.: water quality monitoring, habitat restoration, fish surveys)</i>	<b>Education and Outreach</b> <i>(e.g.: teaching, tabling, citizen science)</i>	<b>Volunteer Recruitment &amp; Management</b> <i>(e.g.: volunteer work)</i>	<b>Member Training</b> <i>(e.g.: Site-specific training, conferences, and development opportunities)</i>	<b>Other</b> <i>(e.g.: resource attainment, member-driven projects)</i>
10%	80%	10%	1.7%	65.7%	6.7%	11.6%	14.3%