**Position Description**

**Sierra Nevada AmeriCorps Partnership**

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| **Tahoe Resource Conservation District – South Lake Tahoe, CA** | |
| **Position Title:** | **Type:** |
| *Program Assistant and Outreach Specialist* | □Full Term  XHalf 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. It is a non-regulatory, grant-funded, local agency that works in the Lake Tahoe Basin.

Tahoe RCD, along with many partners, obtains grant funding and private donations to support all aspects of conservation issues which include 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, wildfire preparedness, land management and restoration, and environmental services.

**Number of Member Positions at this Site:** One

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

Amanda Milici, Program Coordinator

**Position Description:** The SNAP Member will be primarily serving in the Fire Adapted Communities Program (75%) and assisting with special projects for Tahoe RCD primarily in the Restoration Program and general Tahoe RCD outreach and education (25%). The Fire Adapted Communities (FAC) program increases neighborhood-wide actions to promote adaptation and resilience to wildland fire in residential areas, focusing on the 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 selected candidate will be under the direction of the Fire Adapted Communities Program Coordinator. 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 Tahoe RCD and 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
* Assist with outreach display and educational materials development
* Update and maintain website material for tahoercd.org and tahoelivingwithfire.com
* Manage social media platforms for Tahoe RCD and Tahoe Living With Fire
* Contribute to Tahoe Network and Tahoe RCD e-newsletters, blogs, press releases, and advertisements
* Assist Restoration Program Manager with Johnson Meadow monitoring, field studies, and volunteer workdays

**Site-Specific Training Provided:** Tahoe RCD’s orientation consists of an office tour, virtual meet and greets with staff/board, and a review of protocols and policies. 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 way 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, 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:

* Degree in a natural resource related field *or* 3-5 years of experience 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

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| **WORK HOURS** | | | | |
| **8 hour days** | **10 hour days** | **10+ hour days** | | |
| 80% | 20% | 0% | | |
| **Housing Offered through Site:**  **□** Yes **x** No | **Vehicle provided for Placement Site work:**  **x** Yes **□** No | |
| **TYPE OF WORK** | | | | | | | | | |
| **Field Work**  *(e.g.: field surveys, planting, invasive pulls, maintenance)* | **Office Work**  *(e.g.: lab analysis, date entry, GIS, writing)* | **Commuting**  *(e.g.: travel to field work and project Sites)* | | **Watershed Restoration and Assessment** *(e.g.: water quality monitoring, habitat restoration, fish surveys* | | **Education and Outreach**  *(e.g.: teaching, tabling, citizen science)* | **Volunteer Recruitment & Management**  *(e.g.: volunteer work)* | **Member Training**  *(e.g.: Site-specific training, conferences, and development opportunities)* | **Other**  *(e.g.: gear and equipment maintenance)* |
| 5% | 55% | 0% | | 5% | | 15% | 10% | 10% | 0% |