

Literacy for Environmental Justice – Job Description

About LEJ

Founded in 1998 by a coalition of youth, educators, and community leaders, Literacy for Environmental Justice (LEJ) addresses the ecological and health concerns of Bayview Hunters Point and the surrounding communities of southeast San Francisco. *The mission of LEJ is to foster an understanding of the principles of environmental justice and urban sustainability in our young people in order to promote the long-term health of our communities.* We provide paid internships to Bayview Hunters Point youth in environmental health, natural ecology, and food security, and we offer free hands-on environmental educational programs to schools, colleges and youth programs on our sites.

Title: Heron's Head Park (HHP) Naturalist

Reports to: Heron's Head Park Ecologist

Date: 11/9/11

Open until filled

Hours of Employment: .6 of FTE with possibility of FTE

RESPONSIBILITIES:

Program Manager:

- Primary responsibility is to plan, design and conduct community-based service-learning educational programming in the fields of environmental science, environmental justice, and urban sustainability at one of San Francisco's most vibrant tidal salt marshes.
- Work alongside HHP Ecologist to meet deliverables primarily with the Port of San Francisco and other major funders.
- Create and maintain external relations and expert partnerships that aide in the overall programmatic scheme, park stewardship, and professional development workshops and teacher trainings.
- Through restoration activities, research and field studies, develops and maintains an expertise in cultural and natural history resources.

QUALIFICATIONS AND SKILLS:

- A Bachelor's Degree from an accredited college or university, with major work in natural science, environmental science, or other suitably related field. Experience may be substituted for the required college education.
- At least 2 years of formal or non-formal outdoor education with substantial knowledge of the principles, methods, and techniques related to environmental and social science education.
- Possess sound knowledge of the natural and cultural history of the San Francisco Bay region including a familiarity with San Francisco flora and fauna.
- Exhibits good verbal and written communication skills and be comfortable with interacting with a diverse public.
- Be physically able to work in an outdoor park setting performing numerous tasks with heavy equipment.
- Must be proficient in computer skills such as Microsoft Office, online collaborative tools, and social media tools.

- May be required to work unusual hours and weekends.
- Must be able to excel and cooperatively work in a culturally diverse environmental justice community and work setting.

DUTIES:

- Work closely with HHP Ecologist as the lead to coordinate and conduct educational programming and activities for K-12 youth and general public, both in-class and on-sites. This includes curriculum development and program reporting and assessment responsibilities.
- Work closely with HHP Ecologist to manage, plan and develop community outreach efforts and volunteer programs for Heron's Head Park and stewardship activities.
- Primary staff conducting seasonally depended habitat restoration, enhancement, and routine maintenance of sites. Activities include and are not limited to: Invasive plant removal, plant installation, biological surveying and monitoring.
- Ongoing program documentation and reporting expectations includes but is not limited to: Daily park log, work plans, monthly Port reports, quarterly biological monitoring reports, photo documentation, intern and volunteer tracking, and annual reports to the Port and other funders.
- Attend community & partner meetings pertinent to HHP and the Southern shoreline redevelopment; serve as a LEJ representative at community stakeholder meetings as well as meetings with other community organizations, scientists, conservationists, and government agencies.
- Attend various conferences, workshops, and professional development trainings pertinent to work scope.

GENERAL RESPONSIBILITIES:

- Contribute to general office administration and maintenance.
- Participate in organizational strategic planning at staff and board level.
- Contribute to a positive work environment that fosters teamwork and provides for personal and organizational growth for self and co-workers using a shared leadership model.

COMPENSATION:

- \$43,000 FTE with Full Benefits

Please send resume and cover letter with 2 letters of recommendation to raynelle.rino@lejyouth.org. Application may also be faxed to (415) 282-6839, attn: Raynelle Rino. Please no phone inquiries. Only potential candidates will be contacted.