



## **JOB OPENING at HERON'S HEAD PARK in BAYVIEW HUNTERS POINT**

Literacy for Environmental Justice (LEJ) is a youth empowerment and environmental education organization based in Bayview Hunters Point, San Francisco. Through our program areas, we educate and employ youth to address southeast San Francisco's environmental health and justice concerns through research, education, and advocacy. LEJ is a small grassroots organization, and employees work in a fast-paced, youth-focused, community office environment, handling multiple tasks simultaneously.

Heron's Head Park (HHP) is a 24-acre wetland in Bayview Hunters Point owned by the Port of San Francisco. LEJ is contracted by the Port to provide park stewardship, educational programming, community participation and habitat restoration activities at HHP.

### **Job Title: Heron's Head Park Coordinator**

Reports to: LEJ Executive Director

Compensation: Depending upon experience, FT Exempt, with full benefits

Hours of employment: Monday – Friday, 40 hours/week, including one Saturday workday/month

#### **Responsibilities:**

- Design and implement restoration and stewardship at the Park (California native plantings and habitat restoration activities) under the supervision of LEJ Executive Director & guidance of the Port of San Francisco, and in collaboration with HHP Educator and community partners.
- Work with HHP Educator to coordinate educational presentations and activities for K-12 youth, both in-class and on-site.
- Collaborate with HHP Educator to manage community outreach and volunteer program for Heron's Head Park; recruit and maintain park volunteers & lead monthly work parties. Organize at minimum five corporate volunteer workdays annually.
- Maintain close partnership with LEJ's native plant nursery manager.
- Manage park grants and budgets, and work closely with LEJ development director to identify and secure new program funding.
- Create and maintain relations to community and expert partnerships; coordinate and develop semi-annual HHP steering committee meetings, periodic Technical Advisory Committee meetings, and monthly Port of San Francisco Ops meetings.
- Work closely with Port staff to provide advice on HHP management and development
- Program documentation: daily park log, bi-weekly work plans, monthly Port reports, quarterly native plant/ animal monitoring reports, photo documentation, timesheets of interns and volunteers, and annual reports to the Port and other funders.
- Attend community & partner meetings pertinent to HHP and the southern shoreline; represent LEJ and the Port at the Stewardship and Environmental Education Collaborative of San Francisco, other community and env. organizations, scientists, conservation activists and government agencies.
- Research areas of concern for the southern shoreline.
- General organizational assistance, including maintenance of work spaces.
- Attend regular staff meetings.

#### **Time allocations:**

40% restoration and habitat enhancement

30% HHP educational programming & outreach

10% Administration & program development

10% General organizational  
10% Supervision of interns

Qualifications:

- Familiarity with southeast San Francisco's environmental justice issues, and profound commitment to environmental stewardship and education within an EJ framework.
- 2 years background in wetland ecology, habitat restoration, and/or conservation biology
- Knowledge of California native plants, migratory birds, and wetland habitats
- 2 years experience teaching in diverse communities
- One year experience leading outdoor educational activities with youth
- One year experience teaching in K-12 classrooms using the service learning model
- Ability to supervise volunteers and interns
- Ability to interact comfortably and professionally with funders, city officials, and coalition partners
- Ability to translate raw data into interesting, readable reports
- Dynamic public speaking and networking skills
- Understanding of grassroots non-profit work environments and talent at finding creative solutions to budget constraints
- Collaborative and flexible work style
- Well-organized, and able to handle multiple projects efficiently
- Ability to relate to youth while acting as a role model
- Mac computer proficient, Word, Photoshop, Excel experience
- Ability to lift 50+ lbs

**Application deadline: We must receive your application by *Oct 31, 2007.***

If you believe there is a good match between your qualifications and the job requirements, please send resume, cover letter, and three references to:

[info@lejyouth.org](mailto:info@lejyouth.org) with "HHP Coordinator Hiring" in the subject line.

Or by U.S. Mail (less preferable) to:

Operations Manager  
Attn: HHP Coordinator Hiring  
Literacy for Environmental Justice  
800 Innes Ave, Unit 11  
San Francisco, CA 94124

***Please, no phone calls or faxes. Thank you for your understanding.***

REV: 10/18/07