

**POSITION ANNOUNCEMENT:
RESTORATION OPERATIONS SPECIALIST
Dec 2021**

ABOUT NOVATO BAYLANDS STEWARDS

Wetland restoration is a direct and critical response to the current climate crisis. The number and scale of wetland restoration sites in the SF Bay Area are dramatically increasing, in part due to major public investments such as Prop 68 and Measure AA. Now, more than ever, community partners are needed as on-the-ground, consistent stakeholders, providing opportunities for direct public engagement, professional training, and care for these valuable natural resources into the future. For this purpose, the Novato Baylands Stewards (NBS), a fiscally sponsored nonprofit of MarinLink, was created. NBS is a sustainable community partner dedicated to increasing capacity for the restoration, study, and appreciation of baylands along the San Pablo Bay shoreline.

NBS is comprised of the staff and volunteers who have been stewarding the Hamilton/Bel Marin Keys Wetland Restoration Project since 2008. NBS is dedicated to providing meaningful, enriching, and well-compensated employment.

POSITION SUMMARY

The Restoration Operations Specialist (ROS) is a full-time paid position. The ROS will assist with native plant propagation, planting, monitoring, adaptive management, invasive species management, and public outreach at the Hamilton/ Bel Marin Keys Wetlands Restoration Project in Novato, CA. The position provides intermediate-level experience in the wetland restoration field, with a specific focus on restoring seasonal wetlands of the San Francisco Bay Area. To be successful, the ROS will need to have a well-developed work ethic and the ability to achieve goals while managing competing priorities. The ROS will need to enjoy working outdoors within a dynamic team setting.

ESSENTIAL FUNCTIONS

Management of Invasive Plant Species (50%)

Work with others to routinely identify and map new and existing populations of invasive plants-out-of-place, manage through mowing, cutting, hand pulling, spraying, and mulching, and assess the effectiveness of management techniques. Invasive management efforts will be followed with outplanting of local native species: help grow and maintain nursery stock and help coordinate the outplanting of 5,000 plants in areas where needed.

Monitoring and Adaptive Management of Seasonal Wetlands (20%)

Adjust water control structures, monitor water salinity, collect and analyze samples to determine soil salinity, measure water levels, and monitor vegetation development (via line transects, photomonitoring, etc.) in the seasonal wetlands. Help grow locally collected container-grown native plants and implement the outplanting of an additional 5,000 native plants in designated areas to minimize erosion and enhance habitat.

Community Engagement and Workforce Development (15%)

Support efforts to provide environmental education, interpretation, guided walks, and other public outreach activities to increase public engagement in the wetland restoration efforts. Implement programming for volunteer groups from schools, companies, and professional organizations, and for Earth Day and Coastal Cleanup events. Train volunteers and work-trainees in restoration activities at the nursery and in the field. Communicate effectively with the public via formal and informal presentations, tours, social media content, etc. Help implement workforce development programming for work-trainees from CCNB and AmeriCorps NCCC. Help ensure proper tool/equipment use, personal safety and quality assurance. *All Community Engagement and Workforce Development programming will be carried out in alignment with latest Covid-19 precautions and restrictions.*

Large-Scale Planting of Seasonal Wetlands (15%)

Help coordinate and implement the outplanting of seasonal wetland habitat, particularly from in-ground propagation beds. Help to coordinate the planting effort with partnering organizations. Ensure quality control. Experiment with innovative outplanting methodologies to accomplish restoration outplanting on a large scale. Help maintain records and monitor success.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: General practices and processes involved in wetlands restoration- including seed collection/planting, plant propagation including *Phytophthora* Best Management Practices, plant identification, weed management, field monitoring, ecology- and associated environmental issues. Knowledge of plants native to wetlands and adjacent habitats in the San Francisco Bay Area.

Ability to: Reason logically; draw sound conclusions; problem solve. Ability to manage time to meet project goals. Communicate with skill, self-awareness, and honesty; establish and maintain effective working relationships. Build new understanding and experience; take on increasing responsibility; work independently and in team settings. Model professionalism.

Physical Ability: Talking, seeing, and hearing are essential to performing the job requirements. Ability to lift and carry items up to 50 lbs. Ability to operate power tools and equipment, including an all-terrain vehicle and trailers, provided adequate training and supervision. Ability to complete strenuous physical activity, sometimes for prolonged periods, with care to avoid injury.

Organizing and planning: Organize and structure work for effective performance and goal attainment; set and balance priorities; anticipate obstacles; formulate plans consistent with available resources; modify plans or adjust priorities given changing goals or conditions.

Social skills: Interact with others in ways that are friendly and considerate. Demonstrate respect for differences within a diverse and inclusive community setting. Be willing to bring up issues in a constructive manner and work with others towards resolution. A sense of humor used tactfully and regularly will be most appreciated.

Adaptability: Change one's own behavior or work methods to adjust to other people or to changing situations or work demands; be receptive to new information, ideas, or strategies to achieve goals.

Working in teams: Experience supervising and training teams of volunteers, of all ages and backgrounds, including creating a caring and positive team environment, and handling conflict. Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, responsibility, and recognition. Awareness of and skill in integrating Justice, Equity, Diversity, and Inclusion in wetland restoration work.

Self and career development: Identify own position and career interests, strengths, and limitations; pursue education, training, feedback, or other opportunities for learning and development; direct and foster one's own learning and development.

Technology: Proficiently use Microsoft Office- especially Word, PowerPoint, Excel- and conduct thoughtful research online. Able to use a global positioning system (GPS), interpret topographical maps, create maps using GIS software, and input data into online databases. Able to use social media applications for effective communication. Willing to contribute to newsletters.

Work Environment: A significant amount of work is outdoors, in a muddy, wet setting, with uneven surfaces and limited or no protection from the elements. Additional work is in a concrete building used for native plant propagation, with no heat or air-conditioning.

Work Schedule: Willing and able to occasionally work weekends and evenings as needed for public outreach events, etc. Workdays may begin as early as 7am and fluctuate as seasonally appropriate. A workday is 8 hours in length.

EDUCATION AND EXPERIENCE

- A Bachelor of Science degree in biology, ecology, restoration science, environmental science, natural resource management, or related field.
- 2+ years of experience in a related position.
- Experience in habitat restoration and volunteer supervision.
- Possession of Qualified Applicators Certificate (QAC) or willingness to obtain one.
- Must have a valid Class C Driver's License.

INTRODUCTORY PERIOD

The Introductory Period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and determine whether the new position meets their expectations. NBS uses this period to evaluate employee capabilities, work habits, and overall performance.

The Introductory Period is the first 90 calendar days after the date of hire. At the end of the introductory period, an assessment will be made to continue or terminate employment. NBS may extend the duration of the Introductory Period if it determines that such an extension is appropriate.

COMPENSATION AND BENEFITS

Salary will range between \$22 to \$25 per hour depending on previous experience. Full-time specialists receive health, dental and vision insurance. Annual paid leave benefits include: 5 holidays, 12 sick days, and 10 paid vacation days.

TO APPLY

Please email your resume, three references with contact information, and a cover letter to nbstewards@gmail.com. Please enter "Restoration Operations Specialist" in the email's subject field. Please indicate in your email where you learned of this position. Applications will be reviewed as they are received, so please apply as soon as possible. Position open until filled.

More information about the Novato Baylands Stewards can be found at www.novatobaylandsstewards.org/.

Novato Baylands Stewards is a fiscally sponsored project of MarinLink, a California nonprofit corporation exempt from federal tax under section 501(c)(3) of the Internal Revenue Service #20-0879422.

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