



Friends of Sausal Creek

PROMOTING WATERSHED AWARENESS

Communications and Community Education Intern

Friends of Sausal Creek (FOSC) has been one of the Bay Area's premier environmental restoration and oversight organizations for 25 years. We are a volunteer-based, nonprofit, community organization dedicated to promoting awareness, appreciation, and stewardship of Oakland's Sausal Creek Watershed. In addition to hands-on habitat restoration work, we educate future generations, involve the community in local environmental stewardship, and collaborate with agencies and other nonprofits to have a positive impact on the local ecosystem.

Communications and outreach (FOSC community and volunteers): Assist with the daily communication with the FOSC volunteers and community, support staff and the board of directors.

- Publish a monthly eNewsletter; write and coordinate with other article writers, edit and format
- Post regularly on social media platforms (Facebook, Instagram, Twitter, neighborhood and FOSC listserv)
- Assist with website updates and design
- Develop and implement outreach materials to promote FOSC workdays and events (e.g. Community Talks, Earth Day)
- Identify speakers/topics, assist with logistics for FOSC community events: Community Talk speakers (bimonthly meetings-6 per year) and/or other FOSC community activities (e.g. film screening, book club).

Community Education: Support FOSC's outdoor education and restoration programs. Environmental education field trips involve nature-based lessons, exploration hikes in the watershed, and local stewardship projects. Student groups range from elementary school to college students, and duties may include classroom presentations in addition to outdoor education in urban and wild areas.

- Assist FOSC staff in planning and leading school groups and community members in habitat restoration and nursery work, and environmental education stewardship projects in the Sausal Creek Watershed; educate participants on the organization, the watershed, the worksite, and tool safety.
- Manage logistics with teachers and support field trip communication
- Assist with data entry: volunteer and student data entry, waivers, and some report writing

General Requirements

- Completion of at least one year of undergraduate education
- Demonstrated writing ability and proficiency with social media (e.g., Instagram, Facebook), email marketing (e.g., Constant Contact) and CRM software (e.g., Salesforce)
- Experience using word processing, database, and spreadsheet software; Salesforce experience is a plus
- Self-starter; highly organized and able to function independently via a home office
- Strong interpersonal skills, highly motivated with strong work ethic
- Lift up to 30 pounds

Desired Knowledge and Skills

- Love of the outdoors and curiosity about ecological restoration; knowledge of ecology and plant communities in the Bay Area a plus
- Experience facilitating diverse groups and/or leading outdoor environmental activities in urban and/or wild areas a plus
- Enjoy public speaking and working with members of the public
- Communicate effectively and professionally both orally and in writing; internship relies heavily upon email communication. Fluency in Spanish is a plus.
- Able to perform several tasks concurrently, meet deadlines, and work with changing priorities

Terms and Schedule

This is a temporary position, without benefits. The term of the internship: January 1, 2022 to June 30, 2022. End date can be negotiated and possibly extended. The rate of pay is \$ 18.00 an hour. The number of hours required is 15-20 per week, with a flexible schedule. Candidate must be available to work some weekdays, and occasional Saturdays (determined by the selected candidate and FOSC staff). The intern will be responsible for their own transportation as well as helping to transport tools and other materials to worksites. Workers' Compensation Insurance is provided. Successful completion of a background check, proof of negative TB results, and proof of personal auto insurance are required.

Selection Process

Applications will be reviewed upon submission, with priority given to earlier applications. **Deadline: December 6, 2021.** To apply, please email a cover letter, resume, and two references (name, contact) to FOSC Executive Director Anna Marie Schmidt at jobs@sausalcreek.org.