

Stewards of the Coast and Redwoods
Programs Assistant Job Description

(Seasonal - 20 hours per week/20 weeks, weekend days required for special events)

Supervisor: Stewards Programs Manager

Office Location: Armstrong Redwoods State Natural Reserve

Database Management (CRM – Customer Relationship Management)

Assist with school and special event registrations and scheduling in our custom CRM. Prior database experience helpful.

Volunteer Training & Scheduling – Assist with volunteer training and scheduling as needed. Attend volunteer training sessions, setup and purchase supplies and refreshments as needed.

Environmental Education Programs/Tours

Have the knowledge and expertise to assist with Environmental Education (EE) Programs when needed. Topic areas include redwood ecology, intertidal exploration, watershed education and marine science.

Steward Ship (Mobile Marine Van) Staffing

Staff our Steward Ship when needed at special events and schools. Some of these events take place on the weekends.

Other duties as assigned

Including but not limited to handling phones, emails, filing, office organization, cleaning.

Qualifications: Bilingual English/Spanish speaker a plus. AA degree required, BA preferred, prior environmental education experience preferred. Experience with Adobe Programs: InDesign, Photoshop, Illustrator and Microsoft Word and Excel, experience with database management software and social media a plus; must be dependable, organized, and accurate, be able to multi-task, pay attention to details, and possess good interpersonal skills. Periodic lifting up to 50 lbs is required. Must have a valid drivers license, reliable transportation, insurance and a good driving record.

Wages: Salary range \$14.00 - \$18 per hour. Starting wage dependent on experience (\$14 - \$15 per hour). Stewards has an At Will Policy. Seasonal employees do not qualify for benefits except reimbursement for work-related mileage.

Stewards of the Coast and Redwoods is an equal opportunity employer.