

AUDUBON CANYON RANCH  
MARIN PROJECT LEADER

Audubon Canyon Ranch is a non-profit system of wildlife sanctuaries and education centers that protects 29 properties in Marin and Sonoma counties. ACR is currently seeking **TWO** hard-working, enthusiastic, thoughtful individuals to serve as Project Leaders for ACR's Habitat Protection and Restoration program. This announcement describes the Marin Project Leader position; information on the Bouverie Project Leader position is available from the contacts listed at the end of this announcement.

The Marin Project Leader will lead implementation of natural areas restoration projects at our Marin properties. Core responsibilities include:

- 1) Operating the native plant propagation facility and associated volunteer program,
- 2) Completing the Four Canyons Coastal Forest Restoration project,
- 3) Leading invasive plant management at the Bolinas Lagoon Preserve,

The Marin Project Leader also will assist ACR's Sonoma Project Leader with vernal pool restoration and invasive plant management, and will participate in habitat protection planning and implementation across the growing network of ACR sanctuaries. They will also be expected to liaison with other organizations, and participate in collaborations with conservation alliances such as the Marin-Sonoma Weed Management Area and the Bay Area Early Detection Network (BAEDN).

The position is based at ACR's Bolinas Lagoon Preserve, near Stinson Beach, California. The Marin Project Leader will also conduct field work at other ACR preserves and may also work at home contingent on task completion. This is a temporary position, funded at least through July 2010 at 37.5 hours/week. Pay is \$19-\$21 per hour, depending on experience, and medical benefits are included. Housing is not provided for this position.

This position is a great opportunity for the highly organized multi-tasker who enjoys a broad range of responsibilities. The Marin Project Leader will operate with a high degree of autonomy and so must creatively take initiative in implementing goals of the program, while communicating well with supervisor and other colleagues. Audubon Canyon Ranch encourages continued skill development, and provides support to attend workshops, participate in conferences, stay current with relevant literature, and otherwise build expertise. The work is fulfilling and the job sites are among the most beautiful in the region.

Applications will be accepted until the position is filled. Please note state position you are seeking. Interviews are planned to begin the week of July 6. Please send resume and cover letter to: Daniel Gluesenkamp, Audubon Canyon Ranch at [gluesenkamp@egret.org](mailto:gluesenkamp@egret.org). To find out more about ACR's people, preserves, and programs, please visit our website at <http://www.egret.org>.



## **AUDUBON CANYON RANCH JOB DESCRIPTION**

### **Habitat Protection and Restoration Project Leader (Marin)**

#### **Description of Position**

The Habitat Protection and Restoration Project Leader conducts work in support of the ACR Habitat Protection and Restoration Program. Responsibilities include managing native plant propagation work (approximately 30%), mapping, prioritizing, and planning invasive plant removal projects (approximately 30%), implementing restoration projects including scheduling and coordination of habitat restoration volunteers and seasonal staff (approximately 20%), producing written project plans, project reports, and grant reports (10%), and miscellaneous tasks associated with habitat restoration. The Project Leader may also design and conduct research and outreach on topics in restoration ecology and natural areas management. The Project Leader may be asked to represent the HPR program in professional partnerships and at meetings and conferences, exercising responsibility, discretion, and sound judgment. This position will work at ACR preserves in Marin and Sonoma Counties and may work at home contingent on successful task completion.

#### **Status**

This is a non-exempt short term/temporary position.

#### **Supervision**

The Marin HPR Project Leader works under the direct supervision of the Director of Habitat Protection and Restoration.

#### **Working Conditions**

This position will require some weekend work. Work may include physically demanding tasks under adverse field conditions. Work conditions may include multiple concurrent tasks, frequent interruptions, continuous noise, frequent deadlines. Some local travel is required.

#### **Physical Requirements**

- Ability to walk uneven trails with variable grade of several miles in length.
- Capabilities and stamina to conduct physically demanding resource management projects.
- Ability to safely perform repetitive finger movements at a computer workstation.

#### **Minimum Qualifications**

- Bachelor's degree and professional experience or advanced training in natural resource management, conservation biology, ecology, habitat restoration, or related field.
- Knowledge of ecological principles and familiarity with the native and non-native flora of Marin and Sonoma counties.

- Ability to work efficiently and independently at repetitive tasks under often inhospitable field conditions.
- Ability to develop a positive working relationship with diverse staff and volunteers.

### **Essential Knowledge, Skills & Abilities**

- Knowledge of native plant seed collection, propagation, and restoration.
- Skill at techniques in ecological restoration and control of invasive plants.
- Ability to coordinate volunteers and communicate with public and partners.
- Ability to exercise sound judgment, and show appropriate levels of problem solving.
- Ability to independently and efficiently plan and manage important complex natural resource management projects.
- Ability to provide training and oversight to ensure safety and security of field crews.

### **Desired skills**

- Strong writing ability, organizational, and reporting skills.
- Familiarity with GIS mapping and inventory techniques.
- Knowledge of Microsoft Access or other database systems.
- QAL or QAC.

### **Specific Responsibilities**

- Lead native plant propagation activities for Marin preserves, including seed collection and storage, native plant propagation, and field planting.
- Manage Bolinas Lagoon Preserve native plant propagation facilities and associated habitat restoration volunteer program.
- Locate, identify, and map invasive plant populations on ACR properties.
- Prioritize, plan, and implement invasive plant eradication projects, maintaining clear records.
- Assist in establishment, treatment, and monitoring of field experiments.
- Recruit, direct, and supervise regular habitat restoration volunteers.
- Determine work techniques, train, and schedule seasonal staff and volunteers.
- Maintain tools and equipment, and obtain tools and field materials as required.
- Develop and manage special projects or perform other tasks as assigned.