



Friends of the West Shore Conservation Associate Position Job Announcement

February 2012

Title: Conservation Associate

Location: West Shore of Lake Tahoe, CA

Position Summary: Friends of the West Shore (FOWS) seeks a part-time Conservation Associate to provide experienced leadership involving the conservation of natural resources, sustainability, community work, environmental issues and grassroots efforts to help preserve and protect the West Shore of Lake Tahoe. The Conservation Associate will be a person of vision who is comfortable as a hands-on manager, with outstanding analytic and communication skills, a background in environmental policy, studies or related fields, and a strong record of accomplishment.

Friends of the West Shore: Friends of the West Shore (FOWS) is a Lake Tahoe, grassroots community conservation organization established to help preserve and enhance the character, scale, environment and historical significance of the West Shore. It is a resource to the community and uses the collaborative efforts of the residents to make a positive impact on the West Shore's environment and neighborhoods. FOWS promotes sustainable communities and policies that enhance our natural resources and the beauty of the West Shore. Visit www.friendswestshore.org for more information.

Responsibilities

- Build, maintain and create positive relations with members of FOWS through direct engagement. Maintain membership and newsletter lists.
- Attend local agency meetings to track land use and conservation issues including Tahoe Regional Planning Agency (TRPA), Placer County, El Dorado County, Lahontan Water Quality Control Board, etc.
- Coordinate strategy with other local conservation groups regarding the TRPA Regional Plan Update, West Shore Community Plan and other issues pertaining to the West Shore.
- Prepare written and oral comments when necessary for Environmental Impact Statements on issues affecting the Lake Tahoe Basin and the West Shore.
- Provide recommendations and updates to the FOWS Board regarding future developments and major issues on the West Shore.
- Raise revenue to meet program budget goals, secure new funding sources, and maintain strong relationships with existing funders.
- Attend FOWS board meetings and meetings with target agency representatives.

- Develop and distribute FOWS newsletters and action alerts.
- Build strong relationships with local agency representatives, elected officials, policy-makers, and resource managers.
- Represent FOWS to local and state media.

Required Qualifications

- Experience working with an environmental organization in a comparable position.
- Campaign experience including developing winning campaign strategies; organizing community or field support; lobbying/advocacy; fundraising; coalition building; mobilizing and demonstrating public support; facilitating meetings; and recruiting volunteers.
- Bachelors degree or higher in environmental policy, natural resources, or related fields.
Knowledge of land use planning, water and other natural resource issues.
- Ability to manage multiple priorities and projects, lay out work tasks, complete tasks on time, on budget and of high quality.
- Demonstrated public speaking and media presentation ability.
- Outstanding written and oral communication skills, telephone skills, organization skills, working independently, and working in a grassroots setting.
- Proficient in use of personal computer, the internet, Microsoft Word, Excel and PowerPoint.
- Positive attitude, personal integrity, and sense of humor.
- A passion and knowledge of Lake Tahoe and the West Shore.

Desired Qualifications

- Policy experience in land use planning
- Knowledge of local agencies including Lahontan Regional Water Board, Placer County, El Dorado County and the Tahoe Regional Planning Agency (TRPA).
- Knowledge of federal and state level policies affecting Lake Tahoe.
- A history of success working with diverse stakeholders and building partnerships.
- Experience and success in fundraising, grant writing and budget management.

This position reports to the FOWS Executive Committee and the Board of Directors.

Compensation: Compensation is commensurate with experience. This is a part-time position (approximately 25 hours per week) with an annual salary range of approximately \$24,000 - \$28,000.

To Apply: Please submit a resume and two page cover-letter indicating your qualifications and interest in the position plus three references. Email these to mason@friendswestshore.org. If you have questions, please call Mason Overstreet, Conservation Director, at 530.525.5452. Applications will be accepted until the position is filled.