



Salmonid Restoration Federation

Job Title: Streamflow Monitoring and Project Assistant

Supervisor: Executive Director

Compensation: Depending on Experience

Terms: 20-30 hours per week

Specific Duties:

1. Assist Project Coordinator with Streamflow Monitoring (40% of time)
 - a. Field work averages two days a week in Southern Humboldt and Mendocino County. Field work often extends outside of standard business hours and requires overnight travel / camping
 - b. Follow protocol to measure streamflow using a velocity meter or manual method
 - c. Record detailed field notes including qualitative observations of stream and fisheries conditions
 - d. Enter data into spreadsheets and review for quality control
 - e. Manage field equipment and data loggers
 - f. Assist with project development tasks necessary for new restoration and ecological monitoring projects, including preparation of grant proposals and grant reporting
 - g. Assist with project assessment including data analysis, preparation of tables and graphs and report writing
2. Administrative Duties (30%)
 - a. Assist with office and systems management including the CRM, website and other non-profit platforms that SRF utilizes
 - b. Assist with data entry and producing sales receipts for educational event registrants
 - c. Maintain file systems for tracking subcontractor invoicing and payments
 - d. Staff the SRF office and fill merchandise orders
 - e. Maintain paper and electronic files and systems
 - f. Maintain and update required forms, permits, event applications, etc.
 - g. Update CMS website as needed
 - h. Help maintain office systems and equipment
3. Possible additional field work (15% of time)
 - a. Assist science consultants with biological snorkel surveys
 - b. Deploy temperature loggers in ponds
 - c. Measure groundwater
 - d. Assist science consultants with topographic surveys
 - e. Assist science consultants with stream assessments or stream habitat surveys

4. Outreach and Education (15%)
 - a. Outreach about streamflow conditions including social media posts
 - b. Contact landowners about access
 - c. Grassroots fundraising and donation solicitation
 - d. Assist with research and development of educational materials
 - e. Distribute promotional materials and conduct targeted outreach
 - f. Help maintain and improve the SRF website and informational resources

Required Qualifications:

- Familiarity with the salmonid restoration field
- Experience in research and monitoring of riparian habitats
- Minimum of a B.A./B.S. or equivalent experience
- Ability to adapt to changing work priorities and deadlines
- Ability to multi-task and maintain a professional demeanor
- Willingness to have a flexible schedule and travel periodically
- Highly proficient with Microsoft Office Suite: Word, PowerPoint, and especially Excel
- Excellent writing and editing skills
- Excellent public relations and verbal communication skills
- Very detail-oriented and meticulous
- Able to work in the SRF office in Eureka
- Have a valid CA Drivers License
- Able to lift up to 50lbs
- Able to walk on slippery and uneven terrain.

Desired Qualifications: Please elaborate in your resume or cover letter if you have any of the desired qualifications.

- Proficiency in overseeing CRM databases
- Managing a Content Management System website
- Familiarity with QuickBooks / grant invoicing
- Project and sub-contractor management
- Major donor management
- Familiarity with the salmonid restoration and watershed restoration field
- Proficiency in geographic information systems.
- Proficiency in managing large datasets.
- Experience measuring streamflow and creating rating curves.

Please submit a resume, cover letter, and three professional references to katrina@calsalmon.org by May 14, 2024. Since we are trying to fill this position immediately, please apply early if you can.

Pay rate is based on skills and experience. Benefits include vacation, holiday, and sick leave. Full time positions include health coverage.

Salmonid Restoration Federation is a non-profit organization that promotes restoration and recovery of wild salmon populations through education, outreach, and collaboration. SRF produces the largest salmon restoration conference in California and other technical education events. SRF is an at-will employer. To learn more about our organization, please visit www.calsalmon.org