

Work Study Job Description

Job Title	Restoration Program Assistant
Organization Name	Citizens for a Healthy Bay
Job Location	United States
Address	United States United States United States Unite
Pay Rate	\$9.04 - \$9.04
Employment Period	Summer
Hours Per Week	19 hrs/wk
Contact Supervisor	Jeanine Riss
Phone Number	2533832429
Email Address	jriiss@healthybay.org
Website	

Nature of Organization

Non-profit, 501(c)3, environmental agency with 21 years in cleaning up, protecting and restoring Commencement Bay, its surrounding waters and habitat.

Duties and Responsibilities

The Restoration Programs Assistant would work primarily with Citizens for a Healthy Bay Adopt a Wildlife Area (AAWA) program, but may assist in other program areas as time permits. The Restoration Program Assistant (RPA) is an "in the field" position, but some office work will be required to prepare for projects. The RPA will assist the Restoration Program Manager/Volunteer Coordinator (RPM) in the planning and execution of any and all habitat restoration projects. This will include pre-event site visits and preparation, day of event volunteer oversight and any follow-up activities. Hands-on restoration activities will include invasive species removal, planting native species, general site maintenance and debris removal. Monthly site monitoring and data collection may also be required. The RPA may also attend trainings and workshops in habitat restoration and volunteer management. The RPA will also participate in various education/outreach events including but not limited to the annual CHB Earth Day Project, CHB's annual auction, Maritime Festival, Clean Green Boating Festival, Farmer's Markets, school volunteer/service fairs, classroom presentations and summer storm drain marking program. Education/outreach events will focus on volunteer recruitment, habitat restoration education, water pollution prevention education, clean boating and sustainable business practices. Most events will take place on a Saturday, but mid-week hours are also required.

Minimum Qualifications

Educational Benefits

Benefits: 1. Hands on Experience at a Non-Profit. 2. Program Assistant experience for your resume. 3. Flexible schedule. 4. Experience in “behind the scenes work” with an environmental organization. 5. Opportunity to work in a position which makes a genuine difference in the community.

How to Apply

email Jeanine Riss, jriss@healthybay.org

Job Number: 70CIHB01 | Category: | Program: | Reimbursement Rate: 70%