OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

Job Title	Restoration Program Assistant
Organization Name	Nature Consortium
Job Location	West Seattle
Address	4408 Delridge Way SW #107 Seattle WA 98106
Pay Rate	$12 - $12
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Mollie Behn
Phone Number	206-659-2379
Email Address	mollie@naturec.org
Website	http://www.naturec.org
EIN	91-2014138

Nature of Organization
Nature Consortium, a registered 501c(3) Seattle based not for profit. Nature Consortiums mission is to connect people, arts and nature. Our programs include an Urban Forest Restoration Program, a Youth Art Program and a bi-annual Arts in Nature Festival. Our Urban Forest Restoration Program focuses on restoring the health of Seattles largest remaining forest, the West Duwamish Greenbelt. Nature Consortium works yearly with 3,000 volunteers to remove invasive plants in 12 acres and plant 5,500 plants.
Duties and Responsibilities

Volunteer Event Supervision
Supervise, motivate, educate, train and inspire volunteers during habitat restoration work parties to efficiently complete stewardship activities (invasive removal, native planting, and mulching).
Manage group for successful implementation of stewardship activities for compliance with Green Seattle Partnership and City of Seattle Parks and Recreation standards.
Educate groups of volunteers about restoration ecology, native and invasive plants, West Duwamish Greenbelt, among other topics to increase volunteer appreciation for restoration work.

Set-up and clean-up restoration work party materials (tools, hospitality materials, etc.).
Requires lifting 25-50 lbs. (tools, plants, trees, etc) and walking in uneven terrain.
Program Logistics and Support.
Coordinate logistics with Restoration Director and Restoration Program Manager for work parties that Restoration Crew Lead is managing.
Manage volunteer and program metrics Salesforce and Microsoft excel data entry.
Report to Restoration Director and Restoration Program Manager on the work party's activities.
Assist with the maintenance of restoration equipment (tools, vehicles, gloves, etc.).
Conduct forest monitoring and manage reporting requirements.
Assist in the management of volunteer supplies (gloves, hospitality/snack items, sign-in sheets, t-shirts).
Promote individual volunteer development and retention and a healthy working and learning environment.

Minimum Qualifications

High school diploma or equivalency
Experience in forest restoration and/or volunteer coordination.
Leadership experience, preferably with diverse ages.
Ability to work with a wide range of volunteers, community groups, partners and staff.
Knowledge and understanding of Pacific Northwest ecology and native plant identification.
Excellent organizational skills.
Excellent communication skills-must feel comfortable speaking in front of groups.
Physically fit and able to work long days in adverse weather conditions.
Good driving record (insurable) and current driver's license.
Current First Aid and CPR certification or ability to obtain prior to employment.
Positive attitude, energetic personality and sense of humor.

Educational Benefits

1) Hands on forest restoration experience (invasive removal, sheet mulching, native plant) 2) Native and invasive plant identification and ethnobotany 3) Knowledge of ecosystem services and systems at play in ecosystem 4) Communication, leadership, group management, problem solving, public speaking development from leading work parties 5) Knowledge of city wide forest restoration efforts 6) Hands-on experience in forest monitoring practices and protocols 7) Gain familiarity with non-profits

How to Apply

Submit cover letter and resumes to Mollie Behn, Restoration Program Manager at mollie@naturec.org.