

Newport Bay Conservancy



Restoration Coordinator

Organizational Overview: The Newport Bay Conservancy (NBC) has a proud history of environmental advocacy, having been involved in the original efforts to protect Upper Newport Bay from development over 50 years ago. Upper Newport Bay is a 1,000-acre open space containing tidally influenced water and freshwater sources, mudflats, and vegetated marsh

surrounded by upland coastal sage scrub and grassland. Our mission is to protect and preserve the Bay through education, restoration, research and advocacy. We are able to do this with a small, dedicated staff and the support of over 200 active volunteers contributing over 11,000 hours of service each year.

Job Summary: The Restoration Coordinator will work in collaboration with the land owners of the Bay (City of Newport Beach, California Department of Fish and Wildlife, Orange County Parks), to supervise the design, permitting, funding and construction of habitat restoration projects. NBC staff and volunteers will carry out smaller projects, while consultant companies will carry out larger endeavors.

Principal Responsibilities:

- 1) Identify and prioritize opportunities for habitat restoration projects around Upper Newport Bay.
- 2) Compile documentation, historical information and maps related to restoration needs.
- 3) Effectively communicate with restoration experts.
- 4) Identify appropriate consultants and administer consultant agreements for initial studies, preparation of permit applications and design for restoration projects.
- 5) Review documents prepared by consultants including permit applications, design drawings, specifications, environmental clearances, and habitat mitigation plans.
- 6) Review and approve consultant invoices for consistency with scope of work, contract, approved rates, approved sub-consultant and expense charges, and grant agreement.
- 7) Partner with consultants on preparing and processing grant applications, with the goal of making the NBC Restoration Program fiscally self-sustaining.
- 8) Coordinate with project management to prepare necessary invoices and monthly progress reports.
- 9) Provide monthly and annual reports, including income, expenditures, and in-kind contributions to the NBC Board of Directors.
- 10) Other duties as assigned.

Specifications:

- 1) Bachelor's degree in ecology or related field with some type of paid, professional experience dealing with restoration.
- 2) Knowledge of local native and non-native plant species.
- 3) Experience working on habitat restoration programs.
- 4) Experience leading field-based volunteer events.
- 5) Experience working with the resource agencies (CCC, CDFW, USFWS, RWQCB, ACE)

- 6) Knowledge of and experience with permitting under the California Environmental Quality Act (CEQA)
- 7) Good writing skills.
- 8) Experience with professional consulting agreements.

Desired Qualifications:

- 1) Experience with native plant seed collection, native plant propagation and installation, irrigation installation and maintenance.
- 2) Experience with qualitative and quantitative monitoring of restoration sites.
- 3) Experience with mechanical and chemical weed control.
- 4) Knowledge of GIS mapping techniques.
- 5) Experience with administering construction contracts.
- 6) Proven interpersonal, communication, and negotiation skills.
- 7) Ability to communicate effectively on technical and non-technical issues to diverse audiences, privately and publicly.

Location: The position is based at the Back Bay Science Center (600C Shellmaker Road, Newport Beach, CA 92660) with travel to different restoration sites around the Bay. This job cannot be performed from a remote location.

Salary Detail and Working Hours: Full-time, \$45,000-\$55,000 per year with paid time off and health benefits. The ability to work a flexible schedule (depending on projects) with alternative weekend work as needed for public stewardship events. Contract period from July 2018-June 2019 with opportunity to continue position dependent on available funding.

How to Apply: Apply with a cover letter and resume by May 28, 2018 to: Search Committee, info@newportbay.org. Please no phone calls at this stage. More information about NBC can be found at www.newportbay.org.