

**Part-time Contract Opportunity**  
**With the San Francisco Bay Joint Venture** <http://www.sfbayjv.org/>



**Location:** San Francisco Bay Area, California. Some training/supervision in Richmond. Most work is off site at partner offices and in location provided by contractor.

**Hours/Duration:** 20-30 hrs per week. Flexible scheduling. Up to a maximum of 600 hours.

**Compensation:** \$25 per hour. Reimbursable expenses subject to negotiation.

**Start Date:** As soon as position is filled.

**Background:** The San Francisco Bay Joint Venture (SFBJV) is a regional partnership that works to conserve habitat for the benefit of birds, other wildlife, and people. SFBJV partners deliver a variety of wetland protection, restoration, and enhancement projects throughout the nine Bay Area counties. Projects range in size from smaller creek projects to the largest tidal wetland restoration project on the West Coast - the South Bay Salt Pond Restoration Project.

The San Francisco Bay Joint Venture (SFBJV) recently partnered with the **San Francisco Estuary Institute, Delta Conservancy, Central Valley Joint Venture, and State Water Board**, with funding from **US EPA**, to build a shared project tracking system within **EcoAtlas**.

**Description of Duties:** Research, enter and update information on wetland and creek projects within the San Francisco Bay region using the data entry online interface. Training and experience will include: functions and uses of the project tracking system and data entry using an online user interface. Tasks include research, data entry, phone/e mail communications and frequent in-person meetings with partners from a broad array of federal, state and regional agencies, non-profits and consulting firms. Contractor will be introduced to individuals within the many agencies and organizations working to conserve and restore Bay Area habitats.

**Requirements:** Applicants will have minimum a B.A. or B.S., preferably, with a focus or experience in resource management, biology, ecology or conservation. Excellent organization, communication, project management, problem solving and computer skills are necessary. Successful applicant will need to have a functional, internet enabled, personal computer, own a vehicle for transportation and be willing to travel frequently to meetings throughout the nine-county Bay Area and potentially as far afield as Sacramento.

**To apply:** Please send a letter of interest of no more than one page, CV, and two references to Sandra Scoggin at [sscoggin@sfbayjv.org](mailto:sscoggin@sfbayjv.org).