



Who We Are and What We Do

Save The Bay's mission is to protect and restore the Bay for people and wildlife. We are the only regional organization that integrates political advocacy, wetland restoration, and education to shape a healthy and resilient region. We are a team of passionate people, and at the core, we are collaborative, supportive, dedicated, and bold. The organization has begun a process to create a workplace that genuinely values diversity and is equitable, inclusive, and accessible to all. We are committed to this eternal work and approach it with humility and intentionality.

Position Summary

Over two decades, Save The Bay has become a Bay Area leader in the science and practice of habitat restoration, focused on tidal marsh transition zone habitat at landscape-scale for recovery of endangered species, and for ecosystem resilience in the face of climate change. We enlist thousands of volunteers annually to restore the shoreline and educate Bay Area students to be the next generation of Bay stewards through hands-on experiential education and on-line learning.

The Restoration Operations Specialist is responsible for leading Save The Bay's community-based restoration programs for youth and adult volunteers. This role includes working as an environmental educator to teach students the history and ecology of the Bay and to cultivate environmental stewards. The Restoration Operations Specialist also manages large volunteer groups on projects including invasive species removal, native plant propagation, outplanting, and shoreline cleanups. In addition, the Operations Specialist manages and maintains field and office equipment for all aspects for the Habitat Restoration Team's work. They ensure high standards of safety in the field by leading safety training for our team. They manage the restoration team budget and other administrative record keeping.

REPORTS TO: This position reports to the Restoration Program Manager.

SUPERVISES: N/A

Essential Duties and Responsibilities

Community-based Restoration: 70% of responsibilities

- Lead Community-based Restoration field programs for students, corporate and community groups, and volunteers from the general public (average 3 days a week).
- Participate in habitat restoration activities such as invasive plant removal, native plant collection, propagation and outplanting, and shoreline cleanups.
- Ensure best restoration practices for our work, including: invasive plant management, native planting, phytosanitary practices, and volunteer-associated programmatic improvements
- Support Summer and Spring monitoring
- Assist with operation and maintenance of native plant nurseries.
- Support outreach and fundraising campaigns, media events, conferences, and programs with content and messaging to meet Save The Bay's constituency and engagement goals.



Equipment Maintenance & Safety: 20% of responsibilities

- Manage and maintain inventory of restoration tools, equipment, and safety gear
- Manage and maintain three trucks and trailers
- Oversee field staff safety and train all staff in best safety management practices and protocols.
- Train new staff and fellows in field and safety protocols
- Ensure rigorous safety standards during programs.
- Develop and enforce Phytophthora base management practices for the nursery and the field in collaboration with Nursery Manager

Administrative Responsibilities: 10% of responsibilities

- Manage program paperwork and receipts and assist with administrative record keeping
- Oversee all purchasing of equipment and supplies for restoration programs and native plant nurseries
- Manage equipment and supplies budget.
- Participate in project site planning and strategy
- Other duties as assigned.

Qualifications and Experience

- Ability to work Tuesday - Saturday to lead our weekend public programs.
- Curious and growth-oriented with enthusiasm to work up to four days a week in the field, sometimes in challenging weather conditions.
- 2 years experience leading inquiry-based education programs for youth in the field.
- Experience working with diverse student populations & people with differing ability levels.
- Demonstrated interest in diversity, equity, and inclusion initiatives.
- Excellent group management & engagement skills.
- Experience with independent scientific field work, including monitoring & data collection.
- Detail-oriented with a high degree of reliability in managing data and records using Excel.
- Experience with wetland restoration, ecology, environmental science/studies, biology, conservation, or similar field.
- Knowledge of basic Bay ecology, wetland habitats, and CA native plants.
- Initiative, creativity, and collaborative work style.
- Flexible and easily adaptable to change.
- Spanish language skills, preferred.
- Experience managing a budget, preferred.
- Experience with equipment maintenance, preferred.
- Background check
- Valid California driving license & favorable driving record
- Ability to lift at least 40lbs
- Access to personal vehicle

Position Logistics



Location: Our work is performed mostly remotely (apart from our Habitat Restoration Staff) with periodic in-person staff and team meetings in our office based in Oakland, CA, and our various restoration sites around the San Francisco Bay Area. Our Habitat Restoration Staff mostly work in various restoration sites around the San Francisco Bay Area.

Start Date: The priority deadline for applications is 7/1/2022; Preferred start date is 8/15/2022.

Compensation and Benefits: This is a full-time, non-exempt, 40 hours per week position. The hourly range for this position is \$24.25 to \$26.75 per hour, based on experience. The high end of this range is reserved for applicants fluent in Spanish and English. We offer an excellent benefit package including medical, dental, vision, acupuncture/chiropractic, and life insurance; 12 paid vacation days per year to start, 13-14 paid holidays and 12 days of sick leave per calendar year; 403(b) retirement plan; stipend for working remotely and funds for home office workstation equipment and furniture.

Hiring Timeline (This is our ideal timeline, but it may be subject to changes):

- The deadline for applications is **7/1/2022**
- We will review resumes and conduct interviews in **July**
- Finalists will be invited to submit three references
- We would like to make an offer to a candidate by **end of July** and have the candidate start in **August 2022**

COVID-19 Policy: All new hires must be fully vaccinated prior to their start of employment unless they are pre-qualified by HR for exemption.

Save The Bay is an equal opportunity employer. We welcome people of all racial backgrounds, cultural backgrounds, gender expression and sexual orientation to apply. We strongly encourage Black, Indigenous, and People of Color to apply.

How To Apply: This position is open until filled. To apply, please send cover letter and resume in one pdf document (if possible) to jobs@savesfbay.org. Please make sure to include the position title -Restoration Operations Specialist- in the subject line. In the body of the email, please share where you found this job listing.