



Salmonid Restoration Federation

Job Title: Project Assistant

Supervisor: Executive Director / Program Manager

Compensation: \$14-16 an hour depending on experience

Terms: Part-time – Average of 20 hours per week over the year.
Peak season position will require up to 30 hours per week, including up to 40 hours during educational events (SRF field schools, workshops and conference).

Specific Duties:

1. Administrative Tasks
 - a. Perform general administrative duties at the Eureka office
 - b. Enter online and faxed event registrations into QuickBooks and CRM database
 - c. Manage membership and perform queries in CRM database
 - d. Assist with creation of monthly eNewsletters
 - e. Fulfill merchandise orders and maintain inventory
 - f. Compile, distribute, and send mail
2. Assist Executive Director / Program Manager with annual conference and field school organizing
 - a. Grassroots fundraising and donation solicitation
 - b. Support with event logistics (site, tours, food, transportation)
 - c. Distributing promotional materials and conducting targeted outreach
 - d. Mailing preparation and distribution
 - e. Coordinate volunteer sign-up for events
 - f. Assist with supervising volunteers at conference and field schools
3. Outreach and Research
 - a. Research and write issue-specific website content
 - b. Communications with general public as needed
 - c. Promotion of organization (tabling, social media, distributing materials, newsletters, etc.)
 - d. Assist with membership outreach, including mailing preparation and distribution
 - e. Targeted educational outreach in the Five County Region
4. South Fork Eel Water Conservation Project assistance (depending on experience and funding)
 - a. Assist with monthly data logger downloads and streamflow monitoring data entry
 - b. Assist with the preparation, outreach, and logistics coordination for local workshops and clinics
 - c. Follow strict quality assurance protocol for maintaining equipment and collecting data
 - d. Upload data and project information to website as needed

Qualifications: Minimum of a B.A./B.S. or equivalent experience
Ability to adapt to changing work priorities and deadlines
Ability to multi-task and maintain a professional demeanor
Willingness to have a flexible schedule and travel periodically
Proficient with Microsoft Office Suite: Word, PowerPoint, and especially Excel
Excellent writing and editing skills
Excellent public relations and verbal communication skills
Must be very detail-oriented
Familiarity with the salmonid restoration community a plus
Must be willing to work in the SRF office in Eureka
Past experience with and knowledge of streamflow monitoring techniques desired
Must have a valid CA Drivers License and reliable access to a vehicle
Must be able to lift up to 50lbs
Proficiency in HTML, CRM databases, CMS websites, and GIS desired

Please submit a resume, cover letter, and three professional references to srf@calsalmon.org. Please write Project Assistant in the subject line.