

Pedro Point Headland Stewardship Project
Pacifica Land Trust and Pedro Point Community Association

Stewardship Coordinator
20 hours per week/\$20.00 per hour/Independent Contractor
Three Year Term (Reviewed Annually)

Job Description:

Pedro Point Headlands is one of the jewels of the San Mateo coast. Acquired by the City of Pacifica and the California Coastal Conservancy over ten years ago, it is intended to become part of the Golden Gate National Park (GGNRA) and a crucial trail nexus tying together the southern Corral de Tierra-McNee Ranch State Park complex with Pacifica's coastal trail and other GGNRA park lands. Although still not part of the GGNRA, Pedro Point Headlands is increasingly used by the public as a recreational resource.

The Pedro Point Headland Stewardship Project has four primary goals: (1) maintain and improve the ecological status of Pedro Point Headlands during this interim management stage; (2) create a safe and enjoyable environment for interim recreational use of the property; (3) build a successful volunteer-based stewardship program with the local community that will be focused on a partnership with a local neighborhood organization, the Pedro Point Community Association; and (4) protect endangered/native species and educate PPCA/other volunteers on these projects.

We are seeking the services of a part-time stewardship coordinator to help organize and manage the Pedro Point Headland Stewardship Project during the next three years. The project is funded by the Coastal Conservancy and will be overseen by the Pacifica Land Trust in partnership with the Pedro Point Community Association. We are seeking a self-motivated individual with a commitment to building community partnerships, organizational leadership skills, management capability, facilitation skills, and, ideally, experience with hands-on group restoration activities. This individual will have to be capable of hiking steep terrain and performing restoration work alongside volunteer stewards. He or she will also have to attend meetings, prepare billing invoices, create summary reports, interface with all participating organizations, and keep project momentum active. 3 to 5 years of experience performing the duties listed below is preferred.

Job Responsibilities:

Project Management

- Ensure all tasks are performed in a timely manner
- Report to PLT Board of Directors and Pedro Point Community Association on project milestones
- Coordinate meetings with stakeholders
- Prepare invoices and liaison with Coastal Conservancy

- Provide annual report and project evaluation
- Liaison with GGNRA and attend monthly meeting to provide PLT and PPCA with monthly updates

Plan and Organize Training Workshops (one per year)

- Organize and hold training workshops for community volunteers
- Compile all necessary environmental information needed for distribution to participants
- Summarize workshop proceedings and disseminate results

Organize and Supervise Field Work Parties (four per year)

- Recruit and help train volunteer stewards
- Schedule four field work parties per year
- Help develop stewardship tasks for work parties
- Purchase necessary equipment and supplies for work parties
- Participate in and supervise stewardship work parties

Contract with Go Native (Dave Sands - Restoration Service Provider)

- Develop plans for restoration services
 - Assist restoration service provider as needed
 - Secure any necessary permits for restoration services
 - Oversee and report to PLT (monthly meetings) and PPCA (quarterly meetings) on service provider activities

20 hours per week is an estimate. Some weeks will require more than 20 hours, some weeks may require less hours, or even no hours. The job will require work on some weekends and evenings. Payment terms are based upon 50 weeks per year (allowing for a two week vacation). Specific details of schedule are negotiable. Stewardship Coordinator will report to a designated Pacifica Land Trust supervisor. No benefits are provided.

Applicants should send a resumé including phone number, address and email address to Mr. Michael Vasey, 368 San Pedro Ave, Pacifica CA 94044 or as an attachment to an email addressed to mvasey@sfsu.edu. Applications will be closed as of October 1, 2008.