

River Friendly Landscaping: Direct Contact Associate

Truckee River Watershed Council

P.O. Box 8568

Truckee, CA 96162

530-550-8760

Attention: Andy Otto, Director of Land Use Compatibility

JOB TITLE: River Friendly Landscaping: Direct Contact Associate

STATUS: Independent Contractor

HOURS: Minimum commitment of 20 hours per week is required, with the ability to work up to 40 hours week. Evenings and weekends optional.

GENERAL SUMMARY OF DUTIES: The Direct Contact Associate responsibilities will include:

1. Canvas targeted neighborhoods and explain the program directly to the property owners;
2. Obtain phone and email contact information from the owners and their verbal approval to have a Conservation Assistant contact them to schedule a site evaluation;
3. Track the properties visited and the owner's response.

The mission of Truckee River Watershed Council is to bring the community *Together for the Truckee*. We restore, protect and enhance the Truckee River watershed.

The River Friendly Landscaping program improves water quality by assisting residential property owners in voluntarily reducing or preventing soil erosion at older and established neighborhoods in the Truckee River watershed in the Town of Truckee, portions of Placer County and portions of Nevada County.

SUPERVISION RECEIVED: Reports to Program Director

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Requires prolonged sitting, frequent standing, bending, stooping and occasional lifting up to 50 pounds. Requires normal range of hearing and manual dexterity sufficient to operate keyboard, telephone, photocopier, calculator and other office equipment as needed. Requires ability to at times work under stressful conditions and to work irregular hours and occasionally deal with upset individuals.

TYPICAL WORKING CONDITIONS: Work is performed in an office environment and in the field. Involves frequent contact with staff and the public. Work may be stressful at times. Contact may occasionally involve dealing with angry or upset people.

PERFORMANCE REQUIREMENTS:

1. A passion for the Truckee River;
2. Excellent in person speaking and communications skills;
3. Experience in canvassing, direct sales, retail sales and/or real estate is a high priority;
4. Ability to use and complete tracking forms;
5. Ability to work independently and as a member of a team;
6. Ability to produce high quality work with accuracy and attention to detail.

EDUCATION/EXPERIENCE:

Experience with a non-profit organization is preferred. Highly motivated, independent, self-starter.

PAY:

\$15.00/hour with a bonus of \$10 per verified contact

APPLICATION:

If interested in applying for this independent contractor position, please send a complete application to jobs@truckeeriverwc.org.

Only complete applications will be accepted.

Only electronic applications are accepted.

Applications will be considered on rolling schedule and accepted until March 16, 2012, 5:00pm

A complete application includes:

- Cover letter
- Resume
- Three professional or personal references