

# **TRUCKEE RIVER WATERSHED COUNCIL**

---

PO Box 8568  
Truckee, CA 96162  
530-550-8760  
www.truckeeriverwc.org

February 2013

## **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.

**Reports To:** the Direct Contact Associate reports to the Program Director, Andy Otto

**RATE:** Billable at \$15 per hour with a bonus of \$10 per verified contact

### **GENERAL SUMMARY OF DUTIES:**

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

The River Friendly Landscaping 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.

The responsibilities of the Direct Contact Associates are:

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.

### **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.

**APPLICATION:** Please send a complete application to [jobs@truckeeriverwc.org](mailto:jobs@truckeeriverwc.org). Only complete, electronic applications will be accepted.

Applications will be considered on rolling schedule and accepted until March 15, 2013, 5:00 p.m.

A complete application includes:

- cover letter
- resume
- three professional references