

TRUCKEE RIVER WATERSHED COUNCIL

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

March 2015

River Friendly Landscaping: Direct Contact Associate

STATUS: Independent Contractor

HOURS: minimum commitment of 15 hours per week is required, with the ability to work up to 30 hours week. Evenings and weekends optional. This position will begin on April 13, 2015 and will end by September, 2015.

Reports To: the Direct Contact Associate reports to the Director of Land Use Compatibility, Erin Casey

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.
4. Assist Conservation Assistants in setup/tear down of RFL booth at community events such as Truckee Thursdays, Earth Day and other.
5. Recruit homeowners at community wide events such as Truckee Thursday and Earth Day.
6. Educate landscapers, contractors and other businesses or groups who work directly with homeowners about RFL.

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 ecasey@truckeeriverwc.org. Only complete, electronic applications will be accepted.

Applications will be considered on rolling schedule and accepted until March 18, 2015, 5:00 p.m. Interviews will take place the week of March 23rd.

A complete application includes:

- Cover letter
- Resume
- Three professional references