



**AMERICAN RIVER
CONSERVANCY**
Preserving Rivers and Land for Life

Job Announcement

TITLE: Stewardship Coordinator

Salary: Starting pay \$21-\$24/hr DOE

Reports to: Stewardship Manager

Type of Position: Part time (32 hours/week); Non-Exempt

Background:

The American River Conservancy is a non-profit organization dedicated to serving our community by ensuring healthy ecosystems within the Upper American and Upper Cosumnes River Watersheds through land conservation, stewardship, and education.

Position Summary:

The Stewardship Coordinator works collaboratively with the Stewardship team, led by the Stewardship Manager, in coordinating stewardship workdays and volunteer events at ARC-owned properties and other sites. The Stewardship Coordinator will recruit and support volunteers for stewardship programs, including River Cleanups, Trail Workdays Water Quality Monitoring, and other participatory science programs. The Stewardship Coordinator assists with management and monitoring of ARC Conservation Easements and Fee-owned lands and the development of property management plans. This position will also work closely with the Stewardship team to assist with various grant-funded restoration and land management projects throughout the Upper American River and Upper Cosumnes River watersheds.

Other duties may include:

1. Grant writing to support stewardship programs and projects.
2. Conduct volunteer orientation and training regularly throughout the year (Land Stewards, water quality monitoring, other participatory science programs).
3. Provide staff support at the Annual Volunteer Appreciation Event and fundraisers.
4. Collaborate with other staff on administrative tasks and special events. Duties may include making/receiving phone calls, booking/confirming programs and volunteer events, designing and producing promotional mailings, researching funding sources, and developing new projects.

The above statement is intended to describe the general nature and level of work being performed and is not intended to be construed as an exhaustive list of all responsibilities and duties.

Desired Qualifications and Skills:

1. Demonstrated ability to work effectively with a diverse audience.
2. Understanding of ecological concepts, the science used to study them, and a working knowledge of local natural history. Ecological restoration experience preferred.



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3. Organization effectiveness and ability to cooperate with other staff and oversee volunteers. Volunteer coordination includes recruitment, training, scheduling and retention.
4. Must be able to work while walking, sitting, and/or standing – with enthusiasm and gusto.
5. Valid Driver's License and reliable transportation.
6. First Aid and CPR or Wilderness First Aid (training can be provided).
7. Personal philosophy consistent with the mission of the American River Conservancy.
8. Working knowledge of Microsoft Office Suite
9. Excellent oral and written communication skills.
10. Bachelor's degree with coursework including environmental or physical sciences, and education or equivalent experience in environmental science.

Job location and Hours:

The location is the American River Nature Center in Coloma and traveling throughout El Dorado County, Placer and Yuba counties.,

The regular schedule will be four days within the Monday through Friday work week during normal business hours, with monthly participation at events that occur in the evenings or weekends outside of normal business hours.

Benefits:

Ten paid holidays (7 fixed, 3 floating); accrual of vacation time (10 days) and sick leave (10 days) begin on the first day of hire; accrual rate is based on number of hours worked per week and number of years worked. Part time employees accrue vacation time each pay period at a rate which is proportional to the ratio of their hours worked to full time hours (full time = 40 hours/week). ARC will pay at least 50% and up to 75% of the cost of a qualified health plan following the completion of a 60 day waiting period. ARC may offer a retirement contribution (currently 10% of annual wages; as funding allows) which begins to accrue following one full year of employment, and is dependent on budgetary constraints from year to year.

American River Conservancy is an Equal Opportunity Employer

American River Conservancy is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, gender, gender identity, gender expression, sexual orientation, age, physical or mental disability, medical condition, marital/domestic partner status, military and veteran status, genetic information or any other legally-recognized protected basis under federal, state or local laws, regulations or ordinances of the state.

**Please email a cover letter, resume and 3 professional references to
cathy@arconservancy.org on or before 5:00pm on Friday, September 12, 2025.**