

## Laguna Canyon Foundation *Restoration Manager*

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*Revision Date: July 2019*

Founded in 1990, Laguna Canyon Foundation is a nonprofit organization dedicated to preserving and protecting the South Coast Wilderness, a 22,000-acre network of open space surrounding Laguna Beach in Orange County, California.

We acquire open space to add to the parks system, offer education programs for school children and the general public, design and rehabilitate trails, and restore habitat throughout the South Coast Wilderness.

The Restoration Program is currently engaged in over a dozen different projects, including habitat restoration and mitigation, targeted invasive control, rare plant protection and fuel modification.

### Position Summary:

The Restoration Manager will work closely with the Restoration Team, other Laguna Canyon Foundation staff, landowners and partners to plan, coordinate and implement habitat restoration projects.

The ideal candidate will have experience working on habitat restoration projects, be a strong problem solver who is comfortable using an adaptive work management style, have a proven track record working both independently and as a team member. They will be dependable, self-motivated and have a positive attitude.

This position performs duties including but not limited to:

- Restoration Project Management:
  - Plan, manage and evaluate multiple habitat restoration projects
  - Conduct site assessments and create habitat management and/or restoration plans
  - Develop restoration project schedules and budgets
  - Prepare documentation for permitting processes
  - Supervise, train and mentor seasonal Restoration Technicians
  - Communicate effectively with project contractors and program staff to accomplish site preparation, plant installation and site maintenance tasks
  - Conduct and/or oversee vegetation and wildlife monitoring
  - Prepare maps and other exhibits using Arc Map and/or other mapping, image management and publishing software
  - Prepare progress reports for project stakeholders
  - Conduct monthly reconciliations for managed projects including staff time and expenses
  - Prepare project reimbursement requests
- Work with Restoration Team to coordinate work between projects and create weekly schedules and prioritized task lists

- Develop stakeholder relationships and actively seek out and identify opportunities for future projects and funding sources
- Assist with project development including identifying funding opportunities, assisting with writing grant proposals, and creating cost estimates
- Assist with coordinating and leading volunteer events (approximately one 3-to-4-hour event per month, may require working on a weekend day)
- Other duties as assigned

Requirements:

- Bachelor's degree in ecology or related field AND 4 or more years of experience in field biology, habitat restoration or related field; OR 5 or more years of experience in field biology, habitat restoration or related field
- Familiarity with or ability to quickly learn to identify local native and non-native plants
- Familiarity and experience with use of handheld GPS units and mapping software
- Has or can obtain California Pesticide Applicator License/Certificate
- Basic computer literacy and the ability to quickly learn new computer programs
- Excellent interpersonal and verbal and written communications skills
- Highly-motivated and a proven self-starter with the ability to work independently
- Proven experience working outdoors in all conditions
- Ability and willingness to work some weekend hours and evening hours as necessary
- Access to a reliable vehicle, valid driver's license and required insurance coverage, and willingness to use vehicle for work purposes (mileage reimbursement available)
- Passionate about Laguna Canyon Foundation's mission
- Able to perform the Essential Functions of this position with or without reasonable accommodations (see below)

The ideal candidate may also have:

- Master's degree in the Biological Sciences
- 5 or more years of experience in field biology, habitat restoration or related field
- Experience in plant propagation
- Familiarity with local environmental agencies and regulations
- Experience using herbicide in a restoration setting
- Experience using handheld power tools (e.g., weed trimmers, brush cutters, chainsaws)
- Experience performing trail construction and maintenance
- Experience in wildland fire management
- Experience leading field-based volunteer events

Starting Salary and Benefits:

- \$40,000-\$45,000 annually, depending on experience
- 2 weeks vacation per year plus paid holidays and sick days
- LCF makes contributions towards employee health insurance and retirement benefits

Additional Information:

- Start date is September 1-September 15, 2019
- Please send resume and cover letter to [josie@lagunacanyon.org](mailto:josie@lagunacanyon.org), or hard copies to:

Josie Bennett  
Laguna Canyon Foundation  
PO Box 4895, Laguna Beach CA 92652

Essential Functions:

The person in this position:

- Constantly exchanges information both verbally and in written form with supervisor, co-workers, and others.
- Frequently works in outdoors in a wide range of weather conditions
- Frequently traverses off-trail over rough terrain and steep slopes, sometimes through thick vegetation
- Frequently lifts and carries loads up to 25 pounds and occasionally lifts up to 50 pounds
- Frequently positions self close to the ground to plant, pull weeds, fix irrigation lines, etc.
- Frequently grips and manipulates hand tools such as shovels, picks, loppers, wrenches, hammers, etc.
- Remains in a stationary seated position for up to 50% of the time.