



Emerald Necklace Fellowship - Cultural Engagement, Environmental Justice, Outreach & Design
Available Immediately

Amigos de los Rios /The Emerald Necklace Group is a legacy 501(c)3 non-profit environmental justice organization committed to planning and implementing convergent natural infrastructure for the benefit of residents of the Los Angeles Basin. This landscape-scale vision, entitled the 'Emerald Necklace' protects nature within the city and is shaped from urban river corridors from our Mountains to the Sea.

The interconnected watershed-scale system of multi-objective parks, green spaces, trails and school campuses that stretch from the San Gabriel Mountains to the Pacific Ocean will protect and enhance ecosystem services, improve recreation opportunities and public health outcomes for urban residents.

The team behind the Emerald Necklace Vision is dedicated and passionate about environmental justice, active and open recreation, and expanding green space throughout LA County. We're searching for like-minded individuals with strong moral and ethical desires to create positive environmental change. This is a great opportunity for recent college graduates or entry-level professionals who are seeking key policy and cultural engagement experience!

Essential Duties:

- *Support Emerald Necklace Project Community Based Design, Engagement, Stewardship & Outreach events and processes - establish & maintain effective relationships with partners & peers.*
- *Lead Tabling events and train youth stewards to help boost awareness about Amigos' Emerald work to throughout the Metro LA Region - develop & organize required outreach materials.*
- *Excel Spreadsheet/Photography Tracking of an evolving set of metrics of our community outreach, stewardship & engagement.*
- *Write Monthly Reports on outreach & stewardship activities to ensure we are meeting grant goals and to allow us to record impact.*
- *Research & Create Excel Stakeholder lists/& Sales Force Databases of Key Agency & Community Stakeholders.*
- *Attend key coalition meetings, represent our goals and values to peer agencies and organizations, keep excellent meeting minutes to share - record coalition activities in project binder.*
- *Timely written and verbal outreach and engagement & project management reports for agencies & Managing Director.*



Qualifications:

- *Knowledge of and interest in environmental justice, climate change, sustainability, ecological stewardship, natural infrastructure & landscape-scale conservation.*
- *Excellent demonstrated written, oral communication, organizational skills & diplomacy.*
- *Demonstrated High level Proficiency in the use of Microsoft Office Suite (specifically Excel, Word and Outlook) and Adobe Creative Suite - Graphic Design.*
- *Preferred Spanish Language Fluency or Asian / Pacific Islander Language group Fluency (not required).*
- *Event Organizing Skills, Reporting Skills, Clerical Accuracy and Data Management.*
- *Ability to remain flexible, responsive, prioritize multiple tasks and deadlines.*
- *Ability to work both proactively independently and as part of effective team.*
- *Bachelor's Degree/Master's Degree, or current enrollment in higher education, with a focus in environment, policy communications, or related field.*
- *Current valid United States driver's license and ability to lift 25-40 pounds.*

This is an excellent opportunity for current students or recent grads that are looking to gain experience in environmental justice field! Come join our team, and be a part of the Emerald Necklace Vision for Los Angeles County.

We encourage all interested applicants to apply for this competitive fellowship position by emailing your **Resume and Cover Letter and References** to:

info@amigosdelosrios.org - and please CC: Claire Robinson, Managing Director
Claire@amigosdelosrios.org, Kumar Bloomstein, Project Management kumar@amigosdelosrios.org

We look forward to hearing from you!