



***Emerald Necklace Green Infrastructure Design & Project Management Fellowship***  
**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 design and project management experience!

Under the supervision of the Managing Director and in collaboration with partner agencies, the Green Infrastructure Design & Project Management Fellow will support planning, concept - CD design, permitting and implementation of Emerald Necklace Projects. The fellowship will provide real world experience to work across multiple projects varying in scope and purpose as per current grant project demands.

**Essential Duties:**

- *Complete comprehensive site reconnaissance and ongoing observations: field notes & photography - organized per spreadsheet and carefully archived.*
- *Prepare landscape concept sketches, complete amenities, materials and cost research as required for Design Development.*
- *Assess Cost Benefit of design alternatives, track cost estimates of landscaping and related site improvements to be within grant budgets.*
- *Write Scopes for professional partners to bid on participation in our projects; Survey, Civil, Structure engineers, irrigation designers, arborists, artisans, masons, contractors, conservation corps members.*
- *Establish and maintain effective project management processes and working relationships with co-workers, project partners, grant agency partners.*



- *Keep Project Management Records: Daily correspondence to partners, written and verbal reports to Managing Director.*
- *Track project budgets, prepare and maintain sub contracts, insurance certificates and grant invoices as required for successful project execution.*
- *Ensure we are meeting green infrastructure project goals and stipulations as needed for various projects.*

### **Qualifications:**

- *Proficiency in the use of Microsoft Office Suite (specifically Excel, Word and Outlook).*
- *Bachelors /Masters' Degree or equivalent Design experience / Passion for Community Based Design.*
- *Excellent Demonstrated skills in design, writing and communication- portfolio.*
- *Demonstrated high level proficiency in Architecture / Graphic Design Software: Adobe Creative Suite, AutoCAD, ESRI ArcGIS.*
- *Ability to remain flexible and prioritize multiple tasks and deadlines, working both independently and as an effective part of a team.*
- *Interest in Project Management Records - Attention to clerical detail and accountability.*
- *Knowledge of current principles of green infrastructure/landscape architecture including design, construction drawings, permit drawings and maintenance.*
- *Interest in use of California Native Plants in public landscaping for water conservation and cultural heritage celebration.*
- *Knowledge of horticultural requirements, irrigation systems, plant disease, pest control, maintenance and soil care.*
- *General knowledge of Federal, State and County legislation which impact sustainable design practices and procedures.*
- *Current valid United States driver's license/ Ability to lift 25-40 pounds.*
- *Good Photography and note taking skills.*

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

***We look forward to hearing from you!***