



***Emerald Necklace Green Infrastructure Content Development 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 Vision, entitled the 'Emerald Necklace,' protects and integrates nature within the city. Our proposed 'Mountains to the Sea' - interconnected watershed-scale system of multi-objective parks, green spaces, trails and green infrastructure school campuses stretch from the San Gabriel Mountains to the Pacific Ocean and will protect and enhance ecosystem services whilst improving recreation opportunities and public health outcomes for urban residents.

Under the supervision of the Managing Director and in collaboration with our professional partners and key agencies, the Green Infrastructure Content Development Fellow will use their existing audio/video production, graphic design, and communications skills to support the planning, design, and implementation of the Emerald Necklace Vision. Applicants MUST possess strong Audio and Video technical skills and be highly proficient in Adobe Creative Suite, Video Editing Software, and Media formats, including social and professional media content, and are expected to conduct accurate, professional, and comprehensive video, communications, and content production assignments across a multitude of community based projects.

The team behind the Emerald Necklace Vision is dedicated and passionate about 'nature based' urban infrastructure, environmental justice, active recreation, and expanding green space throughout LA County. We're searching for like-minded individuals with strong work ethics and desire to create positive changes to build environment. This is a great opportunity for recent college graduates or entry-level professionals who are seeking key content and media production experience! We have a sense of purpose and urgency to make change.

**Essential Duties:**

- *Complete comprehensive content production for website and media outlets, including short videos, podcast-format audio excerpts, and social media posts.*
- *Prepare video production outlines; work on existing media projects, research materials, details and best practices as required for media and content production.*
- *Assess Cost Benefit and Value of various content formats, track cost estimates of content implementation and related A/V improvements to ensure we within grant budgets.*
- *Write and create content for professional partners that participate in our projects; Survey, Civil, Structure Engineers, Irrigation Designers, Arborists, Artisans, Masons, Contractors, Conservation Corps Members, and manage these relationships as it relates to project assignments.*



- *Establish and maintain effective project management processes with root grants we are executing and highly functional working relationships with co-workers, project partners, community and agency partners.*
- *Keep up Content Production records on a daily basis: Daily correspondence to partners, written and verbal reports to Managing Director - impeccable Project Binder and Server Files.*
- *Ensure we are meeting all green infrastructures & grant project goals and stipulations as required by grant contracts.*

### **Qualifications:**

- *Excellent skills in Microsoft Office Suite (specifically Excel, Word, PPT and Outlook).*
- *Bachelors /Masters' Degree or equivalent content production experience / Passion for Community Based Design.*
- *Excellent Demonstrated skills in design, writing and communication.*
- *Demonstrated high level proficiency in Adobe Creative Suite, Video Editing Software, and Sound Engineering, Social Media Outlets.*
- *Impeccable organizational skills, Ability to prioritize multiple tasks and deadlines, working both independently and as an effective part of a team in a flexible manner.*
- *High Level Clerical Skill Interest in Project Management Record Keeping - Attention to clerical detail and accountability.*
- *Base Knowledge or Familiarity of current principles of green infrastructure/landscape architecture/public space design.*
- *Interest in use of California Native Plants in public landscaping for water conservation and cultural heritage celebration.*
- *Interest in horticultural requirements, irrigation systems, plant disease, pest control, maintenance and soil care a plus.*
- *General knowledge of Federal, State and County environmental legislation which impact sustainable design practices and procedures.*
- *Current valid United States driver's license/ Ability to lift 25-40 pounds.*
- *Superb Photography and immaculate meeting minute action item note taking skills.*

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



[info@amigosdelosrios.org](mailto:info@amigosdelosrios.org) - and please CC: Claire Robinson, Managing Director  
[Claire@amigosdelosrios.org](mailto:Claire@amigosdelosrios.org), Kumar Bloomstein, Operations Support, [kumar@amigosdelosrios.org](mailto:kumar@amigosdelosrios.org)  
***We look forward to hearing from you!***