

# Plumas Conservation, Restoration and Education in Watersheds (P-CREW) Assistant Coordinator Position

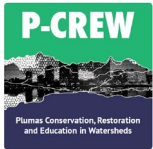
**Hiring Organization:** *Sierra Institute for Community and Environment* To learn more check out the website <https://sierrainstitute.us>



**Position Title:** *P-CREW Assistant Coordinator*

To learn more about P-CREW check out the website <https://pcrew.sierrainstitute.us>

**Application Deadline:** Position is open until position is filled.



*For questions and inquiries, call Asia Pfeifer, P-CREW Program Coordinator at 530-284-1022 ext. 1008..*

*Or e-mail [jobs@sierrainstitute.us](mailto:jobs@sierrainstitute.us)*

**SIERRA INSTITUTE'S MISSION**  
*Promoting healthy and sustainable forests and watersheds by investing in the well-being of rural communities and strengthening their participation in natural resource decision-making and programs.*

**Position Overview:** The Sierra Institute for Community and Environment, a non-profit organization, is seeking an Assistant Coordinator for the Plumas Conservation, Restoration, & Education in Watersheds (P-CREW) Program. The Assistant Coordinator will report directly to the P-CREW Program Coordinator and work closely with all field and office staff. This Assistant Coordinator will assist in coordination, logistics, and administration of four summer youth crews for Sierra Institute's P-CREW youth corps program. The Assistant Coordinator must have excellent leadership, time management, and communication skills, and will help with the logistics of running two crews simultaneously (four over the entire summer), both from the office and in the field.

The Sierra Institute is located in rural Taylorsville, CA surrounded by millions of acres of national forest that will be the Assistant Coordinators' home for the summer. The salary for the Assistant Coordinator is \$17.50 per hour for the 5-month (May-Sept) summer season. For the months of May, the position will work 5, 8-hour days a week. During peak season June-August, the position may require 6, 9-hour days a week.

**Program Background:** P-CREW provides opportunities for urban and rural teens to restore the environment, learn about natural resource management, gain job skills, and disconnect from technology while they camp for five consecutive weeks working 40 hours a week on projects that benefit the environment. P-CREW is a unique summer program that actively works towards breaking down social barriers by embracing diversity. Crews of eleven, 10<sup>th</sup>-12<sup>th</sup> grade teens are managed by two Crew Leaders and one Alumni All-Star Assistant for two, five-week sessions while performing restoration work on the Plumas and Lassen National Forests and adjacent lands in the northern Sierra. Students are in the field 24/7 and do not go home for five weeks.

**Responsibilities and Duties-** Including but not limited to:

- Supporting P-CREW Program Coordinator with Program logistics and general administration
- Assisting with Crew Member hiring process including applicant review, interviews, and selection
- Assisting with training of Crew Leaders, Alumni All-Star Assistant, and Crew Member
- Supporting Crew Leaders during field season
- Organizing and tracking project accomplishments
- Resupplying food/equipment to crews in field
- Facilitating efficient meal planning and shopping for crews
- Assisting in problem solving/conflict management
- Working with crews on field projects when necessary

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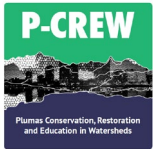
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- Assisting with response to emergencies (flat tires, broken down vehicle, medical evacuation)
- Working an on-call schedule for crew support
- Serving as an interim Crew Leader in case of emergencies or necessity
- Managing and maintaining all group gear and equipment before and after it enters the field including tool maintenance
- Assisting with occasional weekend recreation with crews
- Providing educational lessons to crew
- Taking Photos/videos of crew
- Preparing and organizing weekly paperwork for/from crew leaders
- Assisting with the development and publication of social media content on various platforms (Facebook, Instagram, Tik Tok, and the Program website)
- Acting as a liaison between field staff and office support staff

### **Required Qualifications:**

- Experience working on or supporting youth or young adult crews in conservation/restoration activities
- Desire to learn behind the scene operations of the P-CREW youth corps program
- Comfortable working in an office for 8 hours a day
- Wilderness First Aid/Responder Certificate
- Highly flexible, adaptable and ability to problem solve on-the-fly
- Excellent outdoor trip planning skills and knowledge of gear maintenance (tents, zippers, backpacking stoves, water filters...)
- Good computer skills, including but not limited to Microsoft Word, Excel, and PowerPoint, along with Mac familiarity
- Excellent written and verbal communication skills

**Preference will be given to P-CREW Alumni or similar youth corps experience.**

**Tentative start and end dates:** May-September, 2021

**To Apply:** Please send a cover letter outlining your relevant experience and reason(s) for interest in the position, resume, and contact information for three references as one document. Submit application materials to [Jobs@SierraInstitute.us](mailto:Jobs@SierraInstitute.us) with "P-CREW Assistant Coordinator" in the subject line. **Applications are open until the position is filled.**