



PART-TIME EMPLOYMENT OPPORTUNITY

ENVIRONMENTAL PROGRAMS AIDE ENVIRONMENTAL SERVICES DEPARTMENT

GENERAL INFORMATION: The City of Arcata Environmental Services Department's Community Services Division is now accepting applications for an Environmental Programs Aide to assist in a variety of activities and projects related to natural resources and environmental quality, especially pertaining to waste reduction and organics recycling and to assist with education and media outreach.

GENERAL STATEMENT OF DUTIES:

Learns and assists in:

- Using computers for word processing, data entry, record keeping, maintaining department and project files, and checking and responding to phone and email information requests;
- Conducting research for projects and preparing reports and performing educational outreach;
- Development of informational brochures, production of press releases and other media outreach, and preparing and making presentations to City Council and other groups;
- Tasks related to implementation of the City's organics recycling and other requirements under Senate Bill 1383;
- Staffing the Arcata Marsh Interpretive Center (AMIC), including greeting guests and tour groups, providing interpretation for visitors at the Center or to the Arcata Marsh;
- Staffing the Environmental Services and Recreation public counters;
- Various tasks related to habitat enhancement and watershed restoration work in forest, marsh and creek areas;
- Other related duties as assigned.

QUALIFICATIONS: Must be at least 18 years of age, responsible, dependable and able to use safe work practices. Aptitude to learn general administrative functions such as phones, copiers, computers, etc. Aptitude to learn basic organics recycling, zero waste principals, greenhouse gas reduction methods, and requirements for implementing State and local stormwater pollution prevention; knowledge of wetland and forest ecosystems and wastewater treatment is a plus, though not required. Ability to communicate clearly and concisely, both orally and in writing. Ability to read, understand and interpret written instructions. Ability to work collaboratively with a diverse range of individuals and the public. Ability to operate a motor or electric vehicle. This is an entry-level position requiring a high school diploma or GED. Must possess a valid California Driver's License and have a clean driving record.

SALARY RANGE: \$16.788-18.530 per hour

HOURS: Approximately 10-20 hours per week; flexible hours, Monday – Friday; 9:00 a.m. to 5:00 p.m.

APPLICATION DEADLINE: 11:59 PM, May 26th, 2023. Applications are available at www.cityofarcata.org under "Jobs," and at the Environmental Services Department in City Hall, located at 736 F Street. Please submit applications to the Environmental Services Department via email at: eservices@cityofarcata.org or deliver to the Environmental Services Department. Email eservices@cityofarcata.org for more information.

The City of Arcata does not discriminate on the basis of political opinions or affiliations, race, color, ancestry, national origin, religious creed, sex, age, disability, medical condition, marital status, sexual preference, or because of the exercise of his/her rights under Section 3502 of the Government Code of the State of California relating to participation in the activities of employee organizations.