

Entry-Level Positions with companies on our Advisory Board
November 2020

1. The Watershed Project: <https://thewatershedproject.org/> [Non-Profit Organization]

Mission: The Watershed Project's mission is to inspire Bay Area communities to understand, appreciate, and protect our local watersheds.

Typical entry-level positions at The Watershed Project include internships, Green Collar Corps (GCC) student positions, or AmeriCorps fellowships. These positions provide valuable job skills and exposure to a wide variety of environmental careers by working side by side with environmental professionals, both in the field and in the office, and on personalized projects based on their own interests. Depending upon the position, responsibilities might include vegetation management in the field, creek water quality monitoring and data analysis, community outreach, planning and implementing large volunteer events, and/or assisting with K-12 educational programs. Please visit thewatershedproject.org/green-careers for information on current openings, or contact Anne Bremer at anne@thewatershedproject.org to learn more about the types of roles we have on staff.

2. East Bay Regional Park District: <https://www.ebparks.org/> [Government Agency]

Mission: The East Bay Regional Park District preserves a rich heritage of natural and cultural resources and provides open space, parks, trails, safe and healthful recreation and environmental education. An environmental ethic guides the District in all of its activities.

The East Bay Regional Park District prides itself on cultivating partnerships to provide a wide variety of opportunities for youth and students. The Park Districts' internship and careers for youth programs provide opportunities for both academic and professional growth. It enables students in the community to receive hands-on occupational training opportunities. Many of our permanent staff got their foot in the door at the Park District through our various internship and careers for youth programs.

We offer three career pathways that cater to High School and College students as well as internship programs. Students are eligible to apply for summer internships to complete project work. Projects can be in any of the District's divisions: General Manager's Office, Public Safety, Public Affairs, Operations, Finance and Management Services, Interagency Planning and Land Acquisition, Planning and Stewardship, Legal/Risk, or Human Resources. These projects can vary in size and scope. Regardless of where you land in the Park District, you are guaranteed to learn new, exciting facts about wildlife, park lands and the community.

Park operations pathway 1 includes the following positions: Student Laborer, Gate Attendant, Park Services Attendant, and Park Ranger II. The above positions prepare students for the responsibilities that come with interacting with the public in a meaningful way.

Park operations pathway 2 includes the following positions: Field Intern, Park Ranger II, Park Craft Specialist, Park Supervisor, and Park Unit Manager. Field interns receive vocational training to pursue a career as a Park Ranger. Through the Park Ranger position, employees can acquire a diverse set of knowledge, skills and abilities which leads to further opportunities within the Park District.

The Public Safety Unit includes: Administration, Communications/Records, Detective Unit, Fire Department, Personnel and Training, Property and Evidence, Patrol Operations, and Special Enforcement.

Interpretive Student Aide: The District employs up to 20 interpretive student aides annually, each assigned to a District visitor center (Ardenwood, Big Break, Black Diamond Mines, Coyote Hills, Crab Cove, Del Valle, Garin, the Mobile Visitor Center / Mobile Fish Exhibit, Sunol, Tidewater Boating Center, and Tilden). Interpretive Student Aide jobs prepare students for a career in interpretive services by performing paraprofessional naturalist and administrative support duties within the visitor centers.

For more information on career opportunities, go to <https://www.ebparks.org/about/jobs/default.htm> or contact Alice Kinner, Human Resources, at akinner@ebparks.org.

3. Bay Nature: <https://baynature.org/> [Non-Profit Organization]

Mission: Bay Nature connects the people of the San Francisco Bay Area to our natural world and motivates people to solve problems with nature in mind.

Bay Nature is a magazine and website written mostly by freelancers. We pay for news stories, op-eds, and personal essays from contributors who are journalists, scientists, students, and members of the community with interest or expertise in natural history. Publication can be a pathway to writing for larger publications, and provides experience in written science communication for the general public. To get an idea of the types of stories we run, please visit baynature.org. If you have an idea for something you'd like to write, please email Eric Simons at eric@baynature.org

4. East Bay Municipal Utility District: <https://www.ebmud.com/> [Government Agency]

Mission: To manage the natural resources with which the District is entrusted; to provide reliable, high quality water and wastewater services at fair and reasonable rates for the people of the East Bay; and to preserve and protect the environment for future generations.

Typical entry-level, field-based, environmental positions at East Bay Municipal Utility District (EBMUD) include Recreation Area Attendant, Ranger internships, Ranger I positions, or Fisheries/Wildlife Technicians and Biologists, as well as Hydrologists and Water Conservation Representatives. These and other positions provide valuable experience working with

environmental professionals, both in the field and in the office, and on special projects. EBMUD has a wide variety of other positions including clerical, customer service, skilled trades, engineering, IT, finance, communications, human resources, etc. For information on current openings, job descriptions and salary information, the civil service exam process, how to receive job alerts emailed to your inbox, and how to create an online EBMUD applicant account, please visit www.ebmud.com/jobs.

5. Angel Island State Park (California State Parks): http://www.parks.ca.gov/?page_id=468
<https://www.parks.ca.gov/> [Government Agency]

Mission: To provide for the health, inspiration and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

Seasonal Positions

3 Easy Steps to Apply for Seasonal Positions:

- Set up an account at <https://www.calhr.ca.gov/>
- Fill out an application (some parks will accept applications anytime and hold them until the next round of hiring). Applications (STD 678) are available at Department of Parks and Recreation, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online at www.jobs.ca.gov
- Submit applications to positions posted on CalHR website <https://www.calhr.ca.gov/Pages/calhr-jobs.aspx> or contact the District office or park in the area you would like to work and inquire about seasonal job openings (not all openings are listed on CalHR). https://www.parks.ca.gov/?page_id=847. For jobs specific to Angel Island, email Casey Dexter-Lee at casey.lee@parks.ca.gov

Park Aide/Senior Park Aide

Park Aides perform routine public contact work, staff park entrance stations, provide information to the public, keep facilities clean and orderly, and drive light vehicles.

Senior Park Aides perform similar duties as Park Aides but have lead responsibilities over Park and Youth Aides.

Minimum Qualifications-Park Aide

Ability to read, write and speak English at a level required for successful job performance; ability to follow directions, learn work procedures and park rules; meet the public successfully.

Minimum Qualifications-Senior Park Aide

Possession of a valid California driver's license; equivalent to completion of the 12th grade and

1,000 hours of experience as a Park Aide (Seasonal) in park operations, or one year experience in conducting education programs, recreational programs or public service programs.

Salary Range

Park Aide: \$15.00 - \$17.17

Senior Park Aide: \$16.32 - \$18.03

Maintenance Aide/Senior Maintenance Aide

Maintenance Park Aides perform routine maintenance and housekeeping duties, provide information to the public, keep facilities clean and orderly, use various tools and drive light vehicles.

Senior Maintenance Aides perform similar duties as Maintenance Aides but have lead responsibilities.

Minimum Qualifications-Maintenance Aide

Ability to read, write and speak English at a level required for successful job performance; ability to follow directions, learn work procedures and park rules; meet the public successfully.

Minimum Qualifications-Senior Maintenance Aide

Possession of a valid California driver's license; equivalent to completion of the 12th grade and 1,000 hours of experience as a Maintenance Park Aide (Seasonal) in park operations, or one year experience in construction, equipment maintenance or operation, building repair, or mechanical trades.

Salary Range

Maintenance Aide: \$13.00 - \$15.19

Senior Maintenance Aide: \$14.14 - \$15.95

Park Interpretive Specialist

Park Interpretive Specialists under direction, gather, present, and explain information concerning the State park interpretive program including natural and human history; to encourage good conservation practices; and to do other related work. Incumbents are employed primarily during the summer season and typically work at one or more of the units of the State Park System.

Typical Tasks

Obtains data and prepares information for exhibits on natural, social, or cultural history; plans,

organizes, and conducts educational walks, tours, or campfire programs; leads group singing; gives talks to groups; explains and interprets in an interesting manner the inter-relationships of plants, animals, and man to their environments, the geological, social, and cultural history of areas; promotes conservation education by explaining the relation of natural resources to the economy and physical and mental well-being of man; maintains exhibits and self guided interpretive trails; operates audiovisual equipment and assists in preparing photographs, color slides, motion pictures and other illustrative materials; collects, prepares, and identifies specimens and his torical objects and artifacts; compiles check lists and catalogs natural history specimens and historic objects and artifacts; studies natural and human history, and historical features, sites or structures in order to contribute to general scientific, historic and park iformation; repairs material for scientific, historic or popular publications; explains rules and regulations to visitors for the purpose of protecting and preserving natural, historic and cultural features, sites or strutures in State park districts.

Minimum Qualifications

Education: Equivalent to graduation from college (1) with major work in natural sciences or human history, or (2) with major work in education with specialization in natural science or human history. Full-time paid work performing duties similar to those listed under "Typical Tasks" above may be substituted for a maximum of two years of the required education on the basis of one season (three months) of experience being equal to one year of education.

Knowledge and Abilities

Knowledge of: Natural or human history of California; governmental other organizations concerned with conservation of natural and historic values; forest protective methods.

Ability to: Plan, organize, and conduct interpretive walks, tours, and campfire programs; plan and maintain exhibits and self guided interpretive trails; apply scientific knowledge, methods, and techniques in obtaining, arranging and interpreting data, and in collecting, identifying and cataloging specimens and historic objects and artifacts; organize scientific material for presentation and address an audience effectively; prepare written material for reports and publication; analyze situations accurately and adopt an effective course of action.

Salary Range

Park Interpretive Specialist: \$15.00 - \$18.18

Seasonal Clerk

The Seasonal Clerk performs simple clerical tasks. This class is used at Department headquarters and occasionally in field offices.

Minimum Qualifications

The ability to read and write English and do simple arithmetic. Some positions may also require the ability to type.

Salary Range

Seasonal Clerk: \$2600.00 - \$2932.00/month

Student Assistant/Graduate Student Assistant

Student Assistants participate in various phases of a planned training program; learn policies, procedures and techniques; and perform research analysis, review and other related activities in program areas.

Minimum Qualifications

Employment in this class is restricted to students who are admitted for enrollment in a curriculum, the subject matter of which will prepare the student to assist in attaining the objectives of the Department's organization where the student will be employed. Employment in this class is based on continued enrollment in a college undergraduate or graduate program.

Salary Range

Student Assistant: \$13.00 - \$18.00/hour

Graduate Student Assistant: \$2651.00 - \$3466.00/month

Guide Trainee

Guide Trainees, under close supervision, learn various methods of interpreting historical facilities, sites, and objects to the visiting public; to perform routine work involving the interpretation of exhibits and historical objects; and to do other related work.

This classification is used to train individuals to interpret historical sites and facilities, primarily through guiding public tours. Work is normally on an intermittent basis. Only temporary appointments will be made to this class. After six months of experience as a Guide Trainee, Historical Monument, incumbents become eligible to compete in the examination for the class Guide I, Historical Monument, which is the journeyman level class in the Guide, Historical Monument, class series.

Typical Tasks

Receives training, including both on-the-job training and selected reading assignments in the various methods used in interpreting historical sites and objects and in the leading and control of public groups; conducts visitors on guided tours; explains the historical significance of the unit and exhibits to the individuals and groups; protects buildings and exhibits from theft, damage, and vandalism; explains park rules and regulations and maintains order; may assist in the cleanup and maintenance of the monument; may collect fees, keep records, and perform other related clerical tasks.

Minimum Qualifications

Education: Equivalent to the completion of the 12th grade. (Paid or nonpaid experience involving a major emphasis on oral presentation before groups may be substituted for the required education on a year-for-year basis.)

Knowledge and Abilities

Ability to: Speak effectively before groups; deal tactfully with individuals and groups; analyze situations accurately and take effective action.

Environmental Services Intern

Environmental Services Interns work under supervision, to assist in the performance of professional duties in environmentally related fields; and to do other related work.

Incumbents serve as an advanced practical training class established to provide temporary employment offering supervised experience in various professional areas related to the environmental sciences. This class is designed to provide recent graduates or those in graduate school with an opportunity to familiarize themselves with the State's professional work in environmental areas. It enables State agencies to utilize the services of such individuals and facilitates more effective recruitment of applicants for professional careers in State service. Appointments to this class are made under temporary authority (TAU) and are limited to no more than nine months of full-time equivalent work. No permanent appointments will be made.

Typical Tasks

Receives training from professional environmental departmental staff and gains practical experience by observing and assisting with the work performed; assists in and performs related research; may perform more independent studies in areas of particular expertise; analyzes and evaluates data; prepares recommendations, reports and correspondence; observes methods, problems and principles related to the professional environmental assignments; gains experience in the methods and ethics of professional conduct and practice.

Minimum Qualifications

Either I

Equivalent to graduation from college with a major or a minor (or equivalent) in urban, regional or environmental planning, economics, natural resource management, ecology, geography, earth or natural science, engineering, architecture, law, or a related field.

Or II

Registration as a graduate student in a college or university of recognized standing in urban, regional or environmental planning, economics, natural resource management, ecology, geography, earth or natural science, engineering, architecture, law, or a related field.

Or III

Possession of a Master's or two years of graduate work toward a Doctorate Degree in Urban, Regional or Environmental Planning, Economics, Natural Resource Management, Ecology, Geography, Earth or Natural Science, Engineering, Architecture, Law, or a related field or possession of another advanced degree with significant graduate course work in these fields.

Or IV

Equivalent to graduation from a four-year college with any major and six months of intern experience as a college student or graduate undergoing supervised practical training comparable to Student Assistant, Graduate Student Assistant or Environmental Services Intern in a work assignment of a professional nature related to the environmental sciences or to planning, managing or regulating uses of land or water.

Knowledge and Abilities

Knowledge of: General concepts and principles involved in urban and environmental planning and environmental issues.

Ability to: Reason logically; establish and maintain effective working relationships; draw sound conclusions and make appropriate recommendations.

Salary Range

Environmental Services Intern: \$2600.00 - \$3466.00/month

Permanent positions with California State Parks

Learn more about State Parks Careers https://www.parks.ca.gov/?page_id=26503

1. Create a CalCareers online account and look for a job exam that interests you.
 - To find upcoming exams visit:
<https://jobs.ca.gov/CalHRPublic/Search/ExamSearch.aspx>
 - Search by keyword, exam code, department, or classification and then click on “View Exam Posting” for instructions on how to qualify and apply to take the exam. If you apply and are not accepted to the exam but believe you are qualified, you may be able to appeal.
2. Take the exam - You will be placed on a ranked hiring list based on your performance on the exam.
3. Submit applications to positions posted on CalHR website
<https://www.calhr.ca.gov/Pages/calhr-jobs.aspx>

For peace officer/public safety positions (permanent Rangers/Lifeguards) visit
https://www.parks.ca.gov/?page_id=24134

Peace Officer Cadet Classification

The State Park Peace Officer Cadet (Ranger/Lifeguard) classification is the entry and training level for men and women interested in a law enforcement career with California State Parks. The position is one of public service that can make a difference each and every day. Career opportunities are available throughout the entire state. Areas of responsibility include:

- Law enforcement and public safety
- Natural and cultural resource protection
- Education, interpretation and program management

Selection Process

The selection process for entering into this classification takes a minimum of approximately 15 - 18 months and includes the following elements:

View the **[SPPO Cadet Academy Timeline](#)**

[Submitting Your Application](#)

[Written Exam](#)

[The Background Investigation](#)

[Physical Agility Tests](#)

[The Oral Interview](#)

[Psychological and Medical Evaluation](#)

Upon successful completion of the selection process, you may be invited to attend a 6-8 month long academy including specialized training as a State Park Peace Officer Cadet. At the academy you will be trained to become a State Park Peace Officer Ranger or Lifeguard. Currently, most cadets attend training at Butte College Law Enforcement Academy; however, it is at the department's discretion to determine academy location for each class.

Salary Range

State Park Peace Officer Cadet: \$3,578.00 to \$4,806.00.

6. Golden Gate National Parks Conservancy: <https://www.parksconservancy.org/> [Non-Profit Organization]

Entry-level positions at the Golden Gate National Parks Conservancy (GGNPC) include internships and some staff positions. Our Internship Program is a collaboration between the GGNPC and the National Park Service (NPS). Our program provides professional development and career pathway opportunities for youth, while supporting real needs of park management. A wide range of positions are available, including business management, education and youth programs, volunteer program management, communications and media, natural and cultural resources, historical interpretation, public affairs, park planning, and more. Internships vary from part-time to full-time and incorporate specialized training, professional skill building, and career development. Example entry-level staff positions include restoration technicians, nursery

technicians, environmental educators, social science technicians, interpretive sales associates, visitor programs and services, and more. You can visit [this page](#) for information on current internship openings and [here](#) for the GGNPC's open staff positions, or contact Mackenzie Segraves, Park Internships Program Manager at msegraves@parksconservancy.org with any questions.

Additional blurb for current state:

Unfortunately, due to the impacts of the global pandemic and public health recommendations, the Parks Conservancy, along with our partners at NPS, have currently suspended all internship programs. We encourage you to keep an eye on our [website](#) for announcements. We sincerely look forward to the day when we can gather and care for our parks together again!

7. The Nature Conservancy: <https://www.nature.org/en-us/> [Non-Profit Organization]

Mission: The Nature Conservancy is a global conservation organization dedicated to conserving the lands and waters on which all life depends. Guided by science, we create innovative, on-the-ground solutions to our world's toughest challenges so that nature and people can thrive together. We are tackling climate change, conserving lands, waters and oceans at unprecedented scale, providing food and water sustainably and helping make cities more sustainable. One of our core values is our commitment to diversity. Therefore, we strive for a globally diverse and culturally competent workforce. To learn more, visit <https://www.scienceforconservation.org/>

Our entry level positions range from working directly in the field on conservation projects or supporting conservation teams within an office setting. You may work closely with scientists and on the ground conservation professionals on projects such as monitoring vegetation and wildlife to sustain biodiversity on our preserves. In our office environment we have opportunities to work with staff supporting conservation teams in their day-to-day tasks, learn to work with financial data or help fundraise for critical mission projects. Open positions will be listed on careers.nature.org

Open positions we have at the moment that I think would be relevant: Development Coordinator and Talent Coordinator (Job ID #49024 and #49000 @ careers.nature.org)

8. LSA Associates: <https://lsa.net/> [Environmental Consulting Firm/Private Sector]

Entry-level positions at LSA depend on the academic/work experience and knowledge of the individual. Typically an entry-level person would be required to have a B.S./B.A. degree in biology, botany, ecology, zoology, soil science, or natural resources management. Candidates with the equivalent in knowledge and experience may also be considered. Depending on the person's background, they would typically start out working on biological monitoring for construction projects where special-status species, sensitive habitats, or other environmental

issues are involved or monitoring habitat restoration/mitigation sites. If an individual has a background/interest in a particular area of natural history such as botany or birds they may start working with a more experienced biologist conducting focused plant or nesting bird surveys. Local (e.g., Bay Area) knowledge of plants, herps, birds, or other taxa is a major advantage. Strong writing skills are important, as most of our work requires preparation of some type of report or permit applications. Visiting LSA's website (lsa.net) is a good way to get an idea of what types of projects LSA works on and to review current job postings.

9. Save the Bay; <https://savesfbay.org/> [Non-Profit Organization]

Mission: We protect and restore San Francisco Bay for people and wildlife, uniting the Bay Area to create a clean and healthy Bay. As climate change and pollution threaten the Bay, we lead initiatives to make our region sustainable for future generations.

Save The Bay's Fellowship Program enlists volunteers to provide critical professional support in our office and at restoration sites while gaining hands-on experience and individual mentorship. Fellows must commit to working 20–24 hours a week throughout each 12- to 16-week session. These are unpaid volunteer positions, though Save The Bay does provide transportation reimbursements.

Fellows are selected on a variety of criteria, including interests, education, experience, and knowledge in environmental studies, local government, restoration science, community engagement, communications, fundraising, and enthusiasm for San Francisco Bay. Fellows participate in a field-planting day, all-staff meetings, and any staff appreciation events offered during their Session.

Communications

Dive into online advocacy, social media, and creative writing with our talented Communications team. You'll gain valuable experience, along with real-world communications skills on popular platforms including WordPress and Salesforce.

Events & Outreach

This hybrid position interfaces with both Save The Bay's Development and Communications teams. You'll help plan and publicize exciting networking and fundraising events such as Bay Day, Blue, and the annual Catamaran Sail. And, yes, you get to attend!

Habitat Restoration Field & Office

Dig into restoration ecology and community engagement as part of the energetic Habitat and Restoration team. Some of your work will be in the office, but much of your time will be spent on the frontlines of native plant propagation, invasive species removal, seed collection, and community outreach programs.

Nursery & Habitat Restoration

Get your hands dirty on the shorelines by working in our native plant nurseries, gaining experience in transition zone native species, propagation, and integrated pest management.

Public Policy

Work with our Policy department on strategic campaigns to protect the Bay's wildlife and habitats, as well as ground-breaking programs for urban sustainability in Bay Area communities. Among other responsibilities, you'll help evaluate and analyze legislation and agency documents, collaborate with partner organizations, draft compelling content for our website, attend public meetings, and develop online action alerts.

Development & Fundraising

This is a fantastic opportunity to work on Save The Bay's cutting-edge restoration, policy, and fundraising campaigns with our dedicated Development team. You'll learn how to cultivate relationships with donors, mine corporate contacts, partner with grassroots community groups, and brainstorm potential development ideas with the team.

10. Environmental Science Associates: <https://esassoc.com/> [Environmental Consulting Firm ; Private Sector]

Environmental Science Associates (ESA) is a 100% employee owned environmental consulting and planning firm. We value diversity and inclusion and celebrate the differences that make each of us unique. Our culture is built on mutual respect, recognizing that the collective sum of our individual differences and life experiences fosters our continued success and achievement, for our employee-owners and our clients. We welcome entry level applicants for internships, as well as part-time and full-time positions across a variety of technical and business support functions. At ESA you will be part of an interdisciplinary team focused on doing work that matters. Our entry level staff engage in a variety of tasks depending on the position, each bringing opportunities to learn about the natural, social, and cultural environment as well as the business of environmental consulting. We welcome our new staff with opportunities ranging from field work to office work, and experience in fields such as: biology, cultural resources, hydrology, environmental impact assessments, land use planning, sustainability, GIS, engineering, and restoration; as well as marketing, finance, and other business services. You can learn more about our current openings by visiting <https://esassoc.com/join-us/>.

11. City of Oakland: <https://www.oaklandca.gov/departments/public-works> <https://www.oaklandca.gov/departments/department-of-parks-recreation-and-youth-development> [Government Agency]

Park and Tree Services:

The typical entry-level position in Park & Tree Services is the Temporary Part-time Park Attendant. Someone in this position may be placed on a roving crew responsible for landscape maintenance in a variety of parks or ballfields. Or, they may be placed in one of our specialty areas such as Morcom Rose Garden, Lake Merritt or the 3-acre "Gardens at Lake Merritt" where

each is largely maintained dedicated volunteer groups. This is a great way to receive on the job training to develop many skills needed to progress to our full-time positions such as Gardener, Gardener Crew Leader, Park Equipment Operator or Irrigation Specialist.

More information about these positions and current openings can be found on the City Of Oakland Website @www.Oaklandca.gov.