



## California Sportfishing Protection Alliance

*"An Advocate for Fisheries, Habitat and Water Quality"*

Chris Shutes, Executive Director

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<http://calsport.org/news/>

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The California Sportfishing Protection Alliance (CSPA) is looking for an administrative assistant and advocate trainee. This is a part-time contract position starting at about 20 hours per week. Work will be remote at the contractor's home. CSPA's main place of business is in Berkeley. CSPA, a 40-year-old non-profit organization, is a recognized leader in water policy, protection of fisheries and fishing opportunities, and water quality enforcement in California.

Basic job duties will be to assist the Executive Director in producing and organizing electronic documents, scheduling meetings and deadline tracking, and performing organizational tasks including recordkeeping, membership management, website posts, and newsletter production.

The most important skills for the position are:

- Excellent writing skills, including document management and clean document production
- Computer skills: proficiency in Word, Excel, PowerPoint, Adobe Acrobat, web-based document production and management, use of internet and search engines
- Ability to build and maintain relationships with a wide array of people, including staff from non-profit groups and governmental agencies, and people from diverse backgrounds
- Self-direction combined with willingness to take direction, and ability to learn quickly
- Organized work habits; ability to work with efficiency, flexibility, and good humor
- Ability to manage many projects at once while responding to multiple priorities

Desirable skills and qualities include:

- Commitment to California's fish and rivers
- First-hand experience with California's rivers and/or Bay-Delta estuary
- Ability to fish and understanding of the interests of recreational and commercial anglers
- Experience working in a non-profit organization and/or fundraising experience
- Proficiency in social media
- Understanding of fish biology, hydrology, water law, regulatory processes
- Good public speaking and meeting skills, and situational awareness
- Strong interest in becoming an advocate

Required for the position are a computer, a cell phone, reliable internet, and transportation as needed. Starting rate is \$35.00-\$40.00 per hour on contract, not employee, basis. Hours are flexible. CSPA does not discriminate and welcomes persons of diverse backgrounds and cultures. Initial review of applicants will begin immediately. Please send an email with cover letter and resume as attachments to: [cshutes@calsport.org](mailto:cshutes@calsport.org).