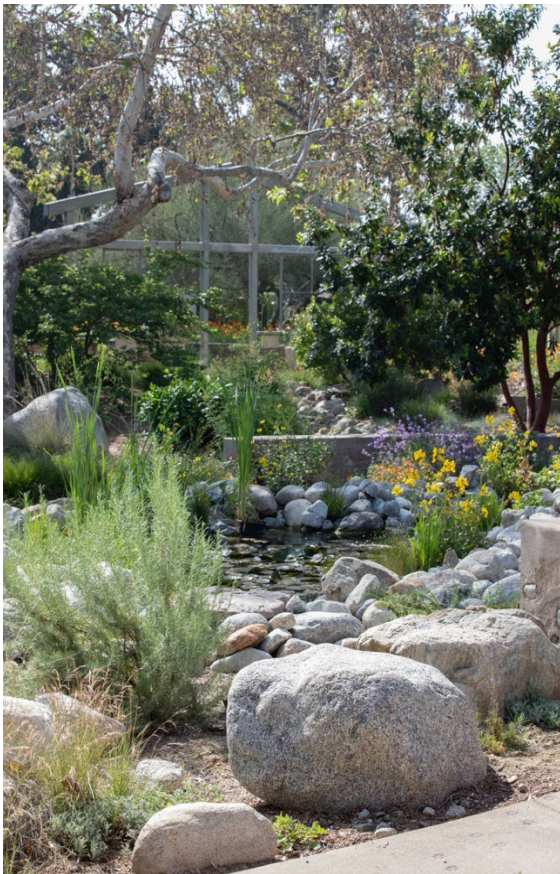




Conservation Programs Assistant (Part-Time)

Filing Deadline: This recruitment is open until filled and may close without notice. Applications will be reviewed as they are received & final review of applications will be on **1/4/26**. Interviews are tentatively scheduled the week of **1/15/26**.

Recruitment will be used to fill one (1) vacancy. Position will work between 8 to 19 hours per week; with Saturday work being required.



CHINO BASIN



**Water
Conservation
District**

**Waterwise
Community
Center**

CONSERVATION PROGRAMS ASSISTANT

THE POSITION

The Conservation Programs Department provides practical education on waterwise landscaping and water management for community members and landscape professionals through workshops, professional development programs, online and print resources, and interpretation of the District's demonstration garden. Provides water management audits for residential, commercial, and institutional properties. Provides maintenance of the District's Waterwise Community Center public demonstration garden and park plantings. Operates a small retail plant nursery to ensure California native and waterwise plant material is easily available in the area.

The **Conservation Programs Assistant** position performs receptionist tasks and answers questions from the general public. As assigned, develops, manages, and produces educational content for social media, digital platforms, and / or print, ensuring effective communication that aligns with water conservation goals and efforts. Directs people to the garden, workshops, and classes, or provides them with information about future scheduled events and workshops. Sets up for and cleans up after workshops and events. Performs tasks related to administrative aspects of departmental operations and program evaluation. This position also performs a variety of semi-skilled and skilled duties to support office staff, including clerical duties, making copies, scanning, filing, typing, indexing, and maintaining a tidy appearance of the main building.

ESSENTIAL FUNCTIONS **

- The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all duties and responsibilities of the classification. Other duties, responsibilities, and activities may change or be assigned at any time.

Communication:

- Processes telephone calls, takes messages, secures proper names, telephone numbers, and extensions; provides answers to general questions from the public.



Workshop/Event Support:

- Supports activities for all District-sponsored events; assists with tasks as assigned, including but not limited to creating nametags, guest lists, checking in guests, and other basic tasks.
- Coordinates the set up and clean up following workshops and events; prints and sets up handouts, flyers, sign-in sheets, etc.; provides refreshments and other logistics as needed.
- As requested, assists with setting up rooms and furniture, and maintains communication with event hosts.

Additional Conservation Program Support:

- Enters data related to program evaluation, primarily summarizing participant evaluation surveys into existing spreadsheets.
- Assists with filming and editing of landscape conservation related YouTube and social media videos; updates social media platforms and ensures effective communications.
- As assigned, writes and develops scripts, descriptions, and titles for social media content.
- Edits raw footage, images, and / or informational content into polished, visually appealing videos or other educational resources that captivate and inform audiences.
- Assists with creation of educational or program promotional handouts and flyers.
- Organizes and packs seasonal wildflower seed giveaways.

Janitorial:

- Maintains and keeps common areas organized during the shift.
- Assists with clean up after meetings and events as requested.
- Ensures lobby displays and area are organized and clean.

Building/Garden Support:

- Unlocks and locks the main building, outdoor access restrooms, and garden gates as assigned.

Miscellaneous:

- Supports and assists with District special and ongoing events and activities (ex: Waterwise Garden and Pumpkin Festival, accepts student contest entries, etc.).
- Work may involve occasional exposure to dust, pollen, cleaning agents, and garden materials such as soil, compost, and plants.
- Frequent interaction with the public in person, by phone, and electronically.



COMPENSATION & APPLICATION PROCESS

THE IDEAL CANDIDATE

Will have a solid understanding of the job and its requirements. They will show enthusiasm for the position be a collaborative team player. This individual shall be organized, detail-oriented, and confident in communicating with a diverse team. This candidate should be eager to learn, ready to take initiative, and assist in any day-to-day operations of the Conservation Programs Department.

EDUCATION AND EXPERIENCE

- Minimum High School Diploma or GED is required.
- Minimum of 1 year of work experience.
- Demonstrated interest in or have taken courses relating to horticulture, landscape design, or related topics preferred.
- Conversational Spanish speaker preferred.

COMPETENCIES

Knowledge

- Basic office procedures and general filing techniques.
- Basic operation of standard office equipment and personal computers.
- Vehicular and worker safety codes, practices, and procedures.
- Proper work safety standards.
- Basic/Intermediate knowledge of Microsoft Office 365 Suites (Word, Excel, PowerPoint, Outlook) and/or other related software.

Skills and Abilities

- Communicate clearly and effectively, both orally and in writing, with District staff, the public, and external partners.
- Provide courteous and professional customer service and maintain positive working relationships.
- Perform clerical and administrative support duties accurately and efficiently, with close attention to detail.
- Operate standard office equipment and software, including various digital media tools.
- Use sound judgment in prioritizing and completing assignments.
- Apply safe work practices in office, janitorial, and outdoor settings.
- Learn and apply District policies, procedures, and operational protocols.
- Perform mathematical calculations and data entry with accuracy and efficiency.

Work Environment

- Work is performed in both indoor office settings and outdoor environments, such as the District's demonstration garden and community event sites.
- May be exposed to varying weather conditions including heat, cold, sun, wind, and rain while supporting programs or events.
- Greets and directs visitors to appropriate person or event, screens management calls, locates employees for callers, and directs callers to or assists callers with program and workshop information and filling out the District's online forms, if necessary.
- Performs miscellaneous word processing or other computer program assignments.
- Monitors and records visitor data.

Physical Demands

- Frequently stands, walks, sits, bends, stoops, kneels, squats, and reaches in the performance of duties.
- Uses hands and fingers to operate office equipment such as computers, printers, copiers, scanner, and cameras.
- Occasionally lifts, moves, or carries supplies and materials weighing up to 30 pounds.
- Must possess hearing and vision sufficient to perform essential functions safely, with or without reasonable accommodation.
- Operates District vehicles to run errands or support offsite events when required.

COMPENSATION: The position offers a competitive salary. This is an hourly/non-exempt position with a starting hourly rate based on the competitive labor market and the successful candidate's qualifications. **The salary range for the position is \$21.43 – \$28.11. Salary placement will depend on experience and qualifications.**

The benefits below are only offered to full-time employees of the District:

RETIREMENT: The District contracts with the California Public Employees' Retirement System (CalPERS) for retirement benefits. For employees in CalPERS prior to January 2013, the retirement formula is 2.0% at 60 and the District pays the employee portion of the CalPERS benefit. For employees not in CalPERS prior to January 2013, the retirement formula is 2.0% at 62 and the employee pays 7.75% of the CalPERS benefit. This is provided for regular full-time and part-time staff working at least 1,000 hours per year. Participation in a 457 deferred compensation plan is available through CalPERS Deferred Compensation Plan. Enrollment is voluntary and 100% employee paid.

HEALTH COVERAGE (MEDICAL/DENTAL/VISION): The District offers medical, vision, and dental health coverage for regular full-time staff through the Association of California Water Agencies Joint Powers Insurance Authority (ACWA-JPIA). Medical insurance choices include Kaiser HMO and a variety of Anthem Blue Cross individual and family plans. Vision coverage is provided by VSP and dental coverage is provided by Delta Dental. The District funds up to \$2,431.47 a month (starting 1/1/26) for health coverage and employees are responsible for paying the balance over that amount.

LIFE AND AD&D INSURANCE: Life insurance is 100% paid by the District, providing \$50,000 for regular full-time staff, with an additional Accidental Death and Dismemberment coverage available at employees' expense.

LONG/SHORT TERM DISABILITY: Long and short-term disability insurance is 100% paid by the District for full-time staff.

HOLIDAYS: The District observes 12 paid holidays and 2 paid floating holidays throughout the year.

VACATION: The District provides regular full-time employees with 96 hours of annual vacation accrual, increasing to 160 hours after 10 years of services.

SICK LEAVE: Regular full-time employees accrue sick leave at the rate of 80 hours per year and may accrue up to a maximum of 176 hours. **(1 hour for every 30 hours worked for part-time employees)**

OTHER: This position requires Saturday work.

HOW TO APPLY: See full job description(s) and apply online at cbwcd.org/jobs. **Please fill out the online application in its entirety and upload a cover letter and resume.** Only complete applications will be considered. Applications will be reviewed as they are received, with the last date to submit being **January 4, 2026**. This recruitment will be handled with strict confidentiality. The District will review and screen applications and invite qualified candidates to an interview. References for finalist will be contacted after a candidate is selected.

EQUAL OPPORTUNITY EMPLOYER: The District is committed to recruiting and retaining a highly qualified and diverse workforce. It is the District's goal that people of all races, genders, color, ethnicity, religion, national origin or ancestry, age, marital status, sexual orientation, gender identity, disability, medical condition, pregnancy, veteran's status, or association with individuals with these characteristics have access to District employment opportunities. For additional information, please contact (909) 626-2711 or jobs@cbwcd.org.