



MOUNTAINS RECREATION & CONSERVATION AUTHORITY
Los Angeles River Center and Gardens
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JOB OPPORTUNITY BULLETIN
Urban River Program Officer
December 2016

The Urban River Program Officer is primarily responsible for representing the Mountains Recreation and Conservation Authority (MRCA) to governmental institutions, key stakeholders, and the community at large regarding policy, mission and vision on the Los Angeles River and tributaries and the development of new river and urban park projects. The program officer will establish and maintain personal contact and relationships with elected offices, public agencies, and nonprofit organizations and act as the lead staff in supporting funding and policy measures that benefits the MRCA's vision along Los Angeles River.

Community and political engagement will play a leading role in managing the MRCA's relationships and advancing the organization's urban river policy and programs with federal, state and local policy makers.

PRIMARY RESPONSIBILITIES

- Cultivate, build and strengthen coalitions and networks to advance understanding and support for parks and conservation among diverse urban constituencies.
- Ability and knowledge to develop and execute culturally relevant messaging.
- Maintain ongoing relationships with representatives of other government agencies, non-profit organizations, homeowner's associations, nontraditional stakeholder groups/organizations and the public at large as related to urban land use, the Los Angeles River, proposed legislation, park development projects, and park programs.
- Plan and execute a comprehensive, proactive government affairs strategy that advances MRCA's mission and goals with local, regional, state, and federal elected officials.
- Implement community outreach/engagement, organizing and advocacy strategies. Identify new park, restoration and multi-benefit projects along the Los Angeles River and in disadvantaged urban areas of Los Angeles County.
- Work with MRCA planning and operations staff to ensure seamless information sharing on issues involving the Los Angeles River.
- Maintain Congressional, State and City district files, including maps and bios, projects in district, programs that serve district constituents, news clippings. Track contacts and meetings and all other items related to the district development.
- Assist planning staff in developing new viable park projects, secure land tenure, develop funding and maintenance agreements plans, for new park development, urban programs and land acquisition. Provide information, support and fact-finding on community opportunities related to these items.
- Communicate and advocate MRCA's mission, programs and priorities to local, regional, state and national elected officials and staff.

- Monitor legislation and policy activities, work with staff to analyze potential impacts on the organization and advise leadership about relevant policy proposals and actions. Coordinate government relations strategy with other relevant stakeholders, MRCA staff and consultants. Engage constituents in support of the MRCA's government legislative agenda.
- Work closely with planning staff to gain thorough understanding of agency projects and potential projects and communicate agency goals and specifics of these projects to community organizations, elected officials and their staff and other stakeholders.
- Prepare written staff reports, other required reports, resolutions, project plans, and ensure conformance with grant funding conditions. Opinions, legislative bill analysis, administrative documents and legislative materials as requested.
- Research potential funding opportunities for urban programs and build and foster relationships with prospective corporate, government and foundation partners. Generate support and partners for grant applications.
- Monitor related regional and local planning processes and documents and comment/participate as appropriate to represent the MRCA's goals and mission .Prepare staff reports and resolutions.
- Organize community meetings to gain neighborhood and local input on proposed projects, including desired park elements and design parameters. Such efforts shall include working jointly with the MRCA's Public Affairs Division, Planning Staff, Community Engagement and Operations Division (Ranger Services).

DESIRED EXPERIENCE AND ABILITIES/SKILLS

- Experience in partnership development (private sector, community, government, etc.); experience with high-level conservation and political contacts and networks.
- Experience in legislative affairs and community outreach/engagement.
- Experience in project management.
- Experience in identifying and applying for project specific funding.
- Experience speaking in public.
- Ability to prioritize varying tasks and projects, and manage multiple projects at once.
- Ability to develop, review and guide projects to implementation.
- Knowledge of computer programs including word processing, spreadsheets and databases.
- Knowledge/education in natural sciences, biology, native habitat communities, communication, political science or urban planning.

POSITION REQUIREMENTS

- BA/BS degree
- Fluency in spoken and written Spanish and English required.

- Ability to work independently and carry out assignments with general direction but without day-to-day supervision.
- Work evening and weekend hours.
- Reliable transportation for travel to locations in southern California.
- Valid California Driver License in good standing.
- Submit fingerprints to Department of Justice, have a record clean of violent crimes or felonies.
- Must successfully pass a physical examination including a drug test.

REQUIRED HOURS

40 hours per week, varying days, nighttime and weekend hours, and occasional overtime work upon prior approval by supervisors. The position will work out of the Los Angeles River Center and Gardens but may be required to travel to various agency locations as well as meetings around Los Angeles County. Some travel to Sacramento will occasionally be required.

COMPENSATION

Successful applicant will be hired in the division chief salary range. The hourly rate for this title is \$27.50 – 32.50 per hour.

BENEFITS

Health insurance, life insurance, retirement, vacation, sick leave and a generous holiday schedule.

HOW TO APPLY

Submit the following items electronically in PDF or MS Word format: cover letter, resume, and the names of at least three references with contact information and a writing sample.

Email to zagreb.DeLaTorre@mrca.ca.gov with “Urban River Program Officer” in the subject field.

Applications will be accepted until close of business on January 20, 2017. Interviews will be scheduled shortly thereafter.

DESCRIPTION OF AGENCY

The Mountains Recreation and Conservation Authority (MRCA) is a full service park agency that was established in 1985. Our mission is to protect and preserve park and open space lands surrounding Los Angeles as well as urban natural parks and parks along the Los Angeles River and to ensure that parkland is accessible and welcoming to the public. The MRCA is a joint powers authority between the Santa Monica Mountains Conservancy, the Conejo Recreation and Park District and the Rancho Simi Recreation and Park District.

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www.LAMountains.com
www.mrca.ca.gov