



***Emerald Necklace Natural Infrastructure Landscape Design &
Project Management
Summer 2021 Fellowship***

Amigos de los Rios /The Emerald Necklace Group is a legacy 501(c) 3 non-profit environmental justice; community based natural infrastructure design organization committed to planning and implementing convergent natural infrastructure projects for the benefit of residents of the East Los Angeles Basin. This Landscape Scale Vision, entitled the 'LA Basin Emerald Necklace' protects biodiversity, provides greening benefits to underserved communities and integrates nature and urban forestry within the city at a variety of scales. Our proposed 'Mountains to the Sea' interconnected watershed-scale system of multi-objective parks, green spaces, trails and green school campuses stretches from the San Gabriel Mountains to the Pacific Ocean. The goal of implementing this vision is to protect and enhance ecosystem services while improving equitable recreation opportunities, reducing impact of climate change and protecting public health outcomes for urban residents.

Under the supervision of the Managing Director and in collaboration with our team, professional partners, key agencies, the Natural Infrastructure Landscape Design & Project Management Fellow will use their Design Skills to conduct precise site measurements to create existing condition based drawings, conduct and track design development, including review of CAD topo surveys, creating concept plans, and using existing tools of photography, hand sketched drawings, reviewing site aerials, and using Adobe Creative Suite and CAD Drawing Skills to support multi benefit project development/CD Set Creation. Design work includes site planning analysis, schematic & design development leading to Construction Drawings as required for stakeholder consensus, permitting and jurisdiction approvals. Applicants MUST already possess a strong eye and present a portfolio of designs indicating a high level of individual proficiency in urban planning, site level design and detail design ability.

The Emerald Necklace Team is dedicated and passionate about 'nature based' urban infrastructure, environmental justice, nature based recreation, and expanding green space throughout LA County. We're searching for like-minded individuals with strong work ethic and desire to take responsibility for creating positive changes to the built environment. This is a great opportunity for recent college graduates or entry-level professionals who are seeking key community based design experience and project management experience of public grant funded projects focused on social justice and equity. We have a sense of purpose and urgency to make change.

Essential Duties:

- *Complete comprehensive site reconnaissance: Base drawing measurements, field notes, photography and cogently assembled reports - organized per Microsoft Excel spreadsheets, Adobe Suite, to feed CD Set.*
- *Prepare design concept plan and section sketches; Schematic & Design Development sketches (including relevant materials research), structural detail designs for Construction Drawing sets with design solutions and iterations carefully archived.*
- *Assess Cost Benefit of different design alternatives, track cost estimates to implement proposed design to ensure we are within existing grant budgets.*
- *Based on Design, write precise Scopes for professional partners to bid on participation in our projects; Survey, Civil & Structural Engineers, Irrigation Designers, Arborists, Metal Work Artisans, Masons, Pervious Hardscape Contractors and Conservation Corps Members. Help manage these partners' scopes, contracts and successful implementation participation.*
- *Establish and maintain effective project management processes to record our implementation processes as required by public grants. - use your excellent communications and working relationships with co-workers, project partners, and community and agency partners to move project forward successfully.*
- *Responsible for keeping Project Management Records on a daily basis: Archive Relevant Daily Design/ Budget Permit related correspondence to partners, both summary bullet and verbal reports to Managing Director*



- *Learn about tracking project budgets, preparing and monitoring sub contracts, insurance certificates and recording grant expenses as required for successful project implementation.*
- *Track how we can meet all green infrastructures and grant project goals and stipulations as required by grant contracts.*

Qualifications:

- *Architecture, Landscape Architecture, or Urban Planning Bachelors/Masters' Degree, or equivalent Design experience / Passion for Community Based Design.*
- *Excellent Demonstrated skills in design writing, communication, reading construction drawings CAD, and Microsoft Office Suite (specifically Excel, Word, PPT).*
- *Demonstrated high level proficiency in AutoCAD Architecture / Graphic Design Software: Adobe Creative Suite, ESRI ArcGIS, Google Earth.*
- *Impeccable organizational skills, ability to prioritize multiple tasks and deadlines, working both independently and as an effective part of a team in a flexible manner.*
- *High Level Clerical Skill with talent in Project Management Record Keeping - Attention to detail*
- *Knowledge of current principles of community based green infrastructure/landscape architecture/public space design including measured drawings, schematic & design development, construction drawings, permit drawings and maintenance care 'as built'.*
- *Interest in use of California Native Plants in public landscaping for water conservation and cultural heritage celebration; Knowledge of sustainable design practices, stormwater requirements, efficient irrigation systems, plant disease, pest control, best practices for native plant maintenance and soil care and nature based civic and play spaces.*
- *Current valid United States driver's license/ Ability to lift 25-40 pounds. Ability to navigate to project sites and conduct field work independently with confidence and skill.*
- *Superb On site Photography of Implementation process /immaculate construction management meeting minute 'Action Item' note taking and communication skills.*

We encourage all interested applicants to apply for this competitive fellowship position by Emailing your **Resume, Cover Letter, 3 Professional/Academic References and Design Portfolio** to:

info@amigosdelosrios.org

We look forward to hearing from you!