



# CALIFORNIA CONSERVATION CORPS

1719 24th Street, Sacramento, CA 95816

## Job Opportunity

05-02-2011

- Do you want to make a positive, significant difference in the lives of citizens in communities throughout California?
- Do you want to directly improve the lives of citizens in the State of California through the implementation of vital environmental restoration projects?

**Then the California Conservation Corps (CCC) has the job for you!**

The CCC is a dynamic organization committed to developing young men and women by challenging them to complete a year of public service and conservation-related work. Employees of the CCC are leaders who inspire, educate and challenge young people to further their educational and professional goals.

---

## SPECIAL CORPSMEMBER LIMITED TERM (THROUGH MARCH 31, 2012)

### SALARY

**\$11.50/HOUR**

### QUESTIONS ABOUT THE JOB

**SCOTT LINTON  
(916) 716-1449**

### FINAL FILING DATE

**UNTIL FILLED**

### POSITION LOCATION

**SACRAMENTO**

### SEND APPLICATION TO

**ENERGYSMART JOBS – SARA ALLEN  
1719 24TH STREET  
SACRAMENTO CA 95816**

**Duties:** Under the supervision of the Conservation Supervisor (CS), the Special Corpsmember is responsible for assisting with the database and intern management of the EnergySmart Jobs (ESJ) program.

Assist the ESJ Staff in the implementation and operations of the EnergySmart Jobs (ESJ) Program. SPCM may act as a subject matter expert when interfacing with ESJ Units or corpsmembers. Assist with the scheduling of interns to ESJ projects; ensure all tracking and documentation is being conducted in a timely and accurate manner. Travel may be required. *See attached Duty Statement for specifics.*

### **Desirable Qualifications:**

#### **Minimum knowledge, skills and abilities:**

- Highly proficient with Microsoft Office programs.
- Ability to be trained on Salesforce web interface application (database management software).
- Ability to research issues to present recommended and alternative solutions.
- Professional phone and inter-personal skills.
- Ability to adapt quickly to changing and evolving program adjustments.
- Ability to drive CCC vehicles (Clean Class C license minimum.)
- Ability to integrate well within a high performance team environment.
- Ability to understand the entire program and the employee's role within it.
- Ability to work independently with an emphasis on maintaining integrity.
- Ability for flexibility in occasional travel, weekends or overtime events.
- Ability to multitask and prioritize work requirements.
- Excellent business English and math skills.
- Able to pass California Dept of Justice Background check and drug test.

#### **Desirable traits:**

- Fluency in multiple languages.
- Outstanding work ethic.
- Has an amazing energy level that helps a high performance team keep moving forward!

*The young women and men of the Corps work hard protecting and restoring California's environment and responding to disasters, becoming stronger workers, citizens and individuals through their service.*