



## PROJECT COORDINATOR

### BACKGROUND

The Colusa County Resource Conservation District (CCRCD) is looking for a part-time Project Coordinator to assist with project management. RCDs across California serve as local hubs for conservation, connecting people with the technical, financial, and educational assistance they need to conserve and manage natural resources. RCDs help landowners, land managers, government agencies, and others to voluntarily protect, restore, and enhance natural resources on private and public lands. Colusa County RCD's current projects include forest and fuels management, soil health, water conservation and quality, and natural resource education. The CCRCD project partners include CalFire, NRCS, UC Ag Advisors, neighboring RCDs, and local landowners and schools.

### POSITION

We are looking for a new team member to assist with coordinating CCRCD projects. The coordinator will mainly focus on reforestation and fuels management and assisting the Executive Director with CCRCD outreach events, grant-funded projects and fee-for-service programs. An ideal candidate has a desire to improve natural resources to enhance agriculture and the environment for long term sustainability in Colusa County. The position is a part-time (at least 20 hours per week) with potential for full-time employment and advancement if supported by successful grant writing leading to new contracts and/or fee for service endeavors. The coordinator will report to the Executive Director and will work closely with landowners, government agency staff, and a broad array of partner organizations.

### TYPICAL DUTIES AND RESPONSIBILITIES

- Coordinate project implementation for CALFIRE Forest Health Grant
  - Coordinate project timelines and plans with individual landowners
  - Coordinate contract with funders, consultants and subcontractors
  - Assist with project budgets, invoicing, and reporting
  - Coordinate communication between project partners and stakeholders
  - Coordinate with project partners and consultants to develop environmental documentation and permits
  - Coordinate the development of project design and logistics for project implementation
  - Provide oversight of implementation activities
- Participate in the on-going development and maintenance of the Colusa County Wildfire Protection Plan.
- Represent the CCRCD at outreach events and community meetings
- Report project activities, accomplishments and setbacks to CCRCD Board of Directors
- Assist CCRCD staff with other programs and projects as needed
- Attend training and educational events as appropriate
- Contribute to the CCRCD's quarterly newsletter and/or local newspapers

### APPLICANT QUALIFICATIONS

The CCRCD is seeking a person who desires to learn new skills, is a team player, creative, and enjoys working with landowners, students, and community members. Successful applicants will "wear many hats" at the RCD

and will have experience in agriculture or the natural resource field. They will be able to work across many disciplines therefore have the potential to further develop technical, administrative, communication, and interpersonal skills.

### **Minimum Qualifications**

- Applicant must be able to pass a thorough Homeland Security background check, pre-employment physical and drug test.
- Valid California driver's license, clean driving record, and current auto insurance
- Strong computer skills (*Word, Excel, PowerPoint*)
- Strong communication, organizational and time management skills
- Comfortable with public speaking
- Motivated self-starter, action-oriented, ability to work independently and strong desire to learn
- Physically able to work in the field (climbing in and out of streams, over/under fences, hiking, lifting, carrying supplies and equipment, planting, etc.) during all seasons
- Knowledge of agriculture, forestry, natural resource management, and/or restoration ecology
- Bachelor's degree or equivalent experience (two or more years professional experience)

### **Desired Qualifications**

- Knowledge of Colusa County agriculture and natural resource concerns
- Proficiency with ArcGIS and GPS
- Familiarity with local, state and federal permits require for restoration projects
- Experience working with fire safe councils, watershed groups, or other conservation groups
- Familiarity with production forestry
- Grant writing and management experience

### **COMPENSATION**

Starting pay is \$20 per hour with an increase in 12 months with favorable job performance. Benefits available upon meeting CCRCDD's employment and time requirements. Employee benefits include a monthly lump sum additional pay (\$2.60/hour) and up to 5% 457 retirement plan employer match. Paid leave for part-time employees working at least 50% FTE will receive holiday, sick and vacation on a pro-rated basis. In addition, this position offers a flexible schedule with the ability to work remotely in a fun, fast-paced, positive environment.

### **APPLICATION INFORMATION**

To apply, email a cover letter, resume and three or more references to Liz Harper, Executive Director: [liz@colusarcdd.org](mailto:liz@colusarcdd.org). Applications will be accepted through Monday, March 16, 2020. The RCD is an equal opportunity employer. Candidates reflecting the social diversity of California are strongly encouraged to apply.