

JOB OPPORTUNITY

**WATER QUALITY PROGRAM COORDINATOR**

February 12th, 2019

**BACKGROUND:**

Located in beautiful coastal San Mateo County, the San Mateo Resource Conservation District (RCD) seeks to fill a full-time position for a Program Coordinator for the Water Quality Program. Resource Conservation Districts 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. The RCD helps public and private land owners and managers, government agencies, and others to voluntarily protect, restore, and enhance natural resources. A defining characteristic of RCDs is that we provide non-regulatory, confidential, free assistance.

**POSITION:**

We are looking for a new team member to help identify sources of local water pollution and implement solutions to protect and enhance water quality in coastal San Mateo County. The position is full-time at 40 hours per week and is grant dependent. See <http://www.sanmateorcd.org/project/water-quality/> for more information about the RCD's Water Quality Program.

The Coordinator will report to the Water Resources Specialist and will work with other staff as needed to ensure the successful implementation of projects. He or she will work closely with a broad array of partner organizations, government agency staff, and public and private landowners.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

- Coordinate water quality monitoring activities for all water quality programs:
  - Plan sampling events and track program status
  - Obtain supplies/materials and calibrate equipment
  - Coordinate and mobilize field staff
  - Collect samples, and process or transport samples
- Manage, organize, and analyze field and laboratory data
- Generate data figures, statistics, and maps
- Coordinate the annual First Flush program including recruiting and training volunteers, and presenting results
- Coordinate watershed and water quality education/outreach activities and events
- Assist with project implementation/construction as needed (ex green infrastructure)
- Assist with administrative duties such as tracking budgets, invoicing, writing reports, and drafting grants and proposals as needed

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree or higher with focus on environmental science, biology, resource management, watershed science, conservation planning, or related field
- Two or more years of professional experience, including field work and data management

- Some knowledge of watershed stewardship, water quality, hydrology, water conservation, and/or stormwater management
- Strong written and verbal communication skills
- Strong computer skills including Word, Excel, and ArcGIS
- Excellent planning, coordination, and decision-making skills
- Highly organized and strong attention to detail
- Motivated self-starter with the ability to prioritize
- Ability to work independently as well as part of a team
- Physically able to work in the field (climbing in and out of streams, lifting, carrying supplies and equipment etc) during all seasons
- Creativity, sense of humor, “can do” spirit, flexibility, strong desire to learn
- Valid California driver’s license, clean driving record, and current auto insurance

**DESIRED QUALIFICATIONS:**

- Experience implementing water quality monitoring plans and programs
- Experience coordinating field work or planning events from start to finish
- Experience communicating scientific information to diverse audiences

**COMPENSATION:**

Financial compensation will be commensurate with applicable experience. Full-time employees are offered benefits which include a health, dental and vision plan. All employees are offered vacation and sick time and a retirement plan. The Coordinator will also enjoy a flexible work schedule in a fun, fast-paced, positive work environment with excellent coworkers.

**APPLICATION INFORMATION:**

To apply email a cover letter, resume, writing sample, and three references to Brittani Bohlke, Water Resources Specialist: [brittani\[at\]sanmateoRCD.org](mailto:brittani[at]sanmateoRCD.org). Applicants may later be asked to submit a driving record. Applications will be accepted through March 1st. If you would like additional information, please contact the email address above.

*The Resource Conservation District is an equal opportunity employer. Candidates reflecting the social diversity of California are strongly encouraged to apply.*