

## JOB OPPORTUNITY

### **Conservation Project Manager, Forest Health and Fire Resiliency**

**2/19/2020**

#### **BACKGROUND**

Located in beautiful coastal San Mateo County, the San Mateo Resource Conservation District (RCD) seeks to fill a full-time position for a Conservation Project Manager for the RCD's Forest Health and Fire Resiliency program. 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. A defining characteristic of RCDs is that our assistance is generally non-regulatory, confidential, and free.

#### **POSITION**

We are looking for a new team member to manage projects to improve wildfire resiliency and forest health, including vegetation management for defensible space for properties and emergency evacuation/access routes, and coordinating the Fire Safe Council for San Mateo County. The position is full-time at 40 hours per week. It is grant dependent, currently funded through 2021 with the intent to secure ongoing funding. The position will report to the Natural Resource Specialist and will work with other staff as needed to ensure the successful implementation of projects. The position will work closely with a broad array of partner organizations, government agency staff, and public and private landowners.

#### **TYPICAL DUTIES AND RESPONSIBILITIES**

- Collaborate with partners and stakeholders to develop, fund and implement forest health and fuel reduction projects such as defensible space for emergency access/egress routes; strategic fuel breaks; prescribed burning; forest stand improvement; Sudden Oak Death mitigation; and invasive species removal and revegetation.
- Manage contracts with funders, consultants and subcontractors.
- Manage budgets, invoicing and reporting.
- Manage communications between project partners and stakeholders.
- Coordinate with project partners and consultants to develop environmental documentation and permits.
- Coordinate the development of project designs and logistics for project implementation.
- Provide oversight of implementation activities, including photo and biological monitoring.
- Assist staff on other projects as appropriate.
- Respond to landowner requests for technical assistance as appropriate.
- Oversee monitoring activities, including collecting data in the field, data entry, equipment preparation and maintaining supplies (the CPM will be trained in all required protocols).

## **APPLICANT QUALIFICATIONS**

Successful applicants will “wear many hats” at the RCD. They will have experience developing, planning, implementing and monitoring environmental conservation and restoration projects. They will work across many disciplines and therefore must have technical, administrative, communication, and interpersonal skills.

### **Minimum qualifications**

- Knowledge of forestry, vegetation management, wildfire behavior, watershed stewardship and conservation, resource management, basic hydrology, basic soil science, native plant and animal communities, and/or restoration ecology
- Strong written and verbal communication skills and ability to work with a variety of people with diverse interests and temperaments
- Strong computer skills, including Word and Excel
- Highly organized and motivated self-starter with the ability to prioritize
- Physically able to work in the field (climbing in and out of streams, lifting, carrying supplies and equipment, planting, etcetera) during all seasons
- Creativity, sense of humor, “can do” spirit, collegiality, flexibility, strong desire to learn
- Valid California driver’s license, clean driving record, and current auto insurance
- Bachelor’s degree or equivalent experience (three or more years professional experience) with focus on environmental studies, natural sciences, resource management, watershed science, conservation planning, or related field

### **Desired qualifications**

- Proficiency with ArcGIS and GPS
- Familiarity with local threatened and endangered species, including habitat needs and legal protections
- Familiarity with local, state, and federal permits required for restoration projects
- Experience working with fire safe councils, watershed groups or other conservation groups
- Familiarity with production forestry

## **COMPENSATION**

Financial compensation will be commensurate with applicable experience, ranging from \$60,000 to \$80,000 annually. Benefits include a health, dental and vision plan, paid vacation and sick time, and a retirement plan, as well as a flexible work schedule with the ability to work remotely in a fun, fast-paced, positive work environment with excellent coworkers.

## **APPLICATION INFORMATION**

To apply, email a cover letter, resume and three or more references to Sheena Sidhu, Conservation Program Manager: [sheena@sanmateoRCD.org](mailto:sheena@sanmateoRCD.org) Applicants may later be asked to submit a driving record. Applications will be accepted through **March 19, 2020**. The RCD is an equal opportunity employer. Candidates reflecting the social diversity of California are strongly encouraged to apply.