

JOB OPPORTUNITIES
**CONSERVATION PROJECT COORDINATOR
(Climate and Agriculture)**

December 4, 2020

BACKGROUND:

Located in beautiful coastal San Mateo County, the San Mateo Resource Conservation District (RCD) is a special district that helps landowners and managers, government agencies, and others to voluntarily protect, restore, and enhance natural resources on public and private lands.

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. A defining characteristic of RCDs is that we provide non-regulatory, confidential, free assistance.

POSITIONS:

The RCD seeks to fill the part-time position of Conservation Project Coordinator to support the RCD's climate and agriculture programs, working on projects to build agricultural resiliency and mitigate climate change. Current work includes designing and coordinating the implementation of conservation projects, conducting outreach and education, and assisting with composting projects. This position is part-time at 20-25 hours per week and grant dependent. It is currently funded for a year with the intent to seek ongoing funding and may be increased to full time in the future.

The Conservation Project Coordinator will report to the Climate and Agriculture Programs Manager and will coordinate with a broad array of partners, including land managers, organizations, and agencies, to provide assistance on projects.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Assist the programs manager by completing project-related tasks, often coordinating with advisors and stakeholders, to support project design, planning, permitting, implementation, monitoring, documentation, development and administration of contracts, purchasing goods and materials, tracking budgets, and preparation of reports
- Coordinate monitoring activities, including collecting data in the field, data entry, equipment preparation and maintaining supplies (the Coordinator will be trained in all required protocols)
- Help prepare and coordinate grant applications
- Assist with responses to landowner requests for technical assistance as appropriate
- Coordinate and assist with outreach activities and educational workshops

APPLICANT QUALIFICATIONS:

Successful applicants will “wear many hats” at the RCD. The ideal candidate will be a generalist, with the ability to work across many disciplines, and therefore must have strong technical, administrative, communication, and interpersonal skills.

Minimum qualifications:

Required

- Bachelor’s degree or higher with focus on agriculture, environmental studies, natural sciences, resource management, or related field
- Three or more years professional experience
- Demonstrated personal interest in conservation and agriculture
- Strong written and verbal communication skills and ability to work with a variety of people with diverse interests and temperaments
- Proficiency with ArcGIS and GPS
- Highly organized and 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 (hiking across farms and rangeland, 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
- Ability to train and work remotely during the pandemic

Desired

- Experience working with San Mateo County environmental organizations and/or agricultural operations
- Knowledge of local flora and fauna
- Familiarity with local, state, and federal permits required for restoration projects
- Experience working with other conservation groups
- Experience with grant writing

COMPENSATION:

Financial compensation will be commensurate with applicable experience, between \$28-31/hour. Employees will get holidays off and will begin accruing paid time off after a probationary period. Employees also enjoy a flexible work schedule in a fun, fast-paced, positive work environment with excellent coworkers.

APPLICATION INFORMATION:

To apply, email a PDF cover letter, resume and three or more references to Adria Arko, Climate and Agriculture Programs Manager: [adria\[at\]sanmateoRCD.org](mailto:adria[at]sanmateoRCD.org). Please title email: “Project Coordinator Application.” Applicants may later be asked to submit a driving record.

Application deadline is December 31, 2020, with a desired start date of February 1. Please provide availability in your cover letter. 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.