

## JOB OPPORTUNITY

### Conservation Project Manager

February 10, 2021

#### 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 to join the team working to enhance habitat and protect water resources. 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 non-regulatory, confidential, and free.

#### POSITION

We are looking for a new team member to manage projects to restore habitat and enhance streamflow for wildlife while also supporting farmers, parks, and local community water systems. The position is full-time at 40 hours per week, grant dependent, and currently funded through 2022 with the intent to secure ongoing funding. The position will work closely with a broad array of internal staff, partner organizations, government agency staff, and public and private landowners.

#### TYPICAL DUTIES AND RESPONSIBILITIES

- Manage projects with technical advisors and others to ensure all aspects of projects are satisfactorily completed
  - 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 contractor management and coordination, permit compliance, and biological monitoring
  - Oversee monitoring activities, including data collection in the field, data entry, equipment preparation and supply maintenance (the employee will be trained in all required protocols)
- Contribute to the program vision and to project development
- Prepare grant and funding proposals
- Assist staff on other projects as needed
- Respond to landowner requests for technical assistance as needed

#### 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 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
- 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, 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 a 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 watershed groups or other conservation groups
- Experience with environmental construction management

### **TEMPORARY COVID-19 JOB MODIFICATIONS**

The RCD is presently implementing full-time remote work during the COVID-19 pandemic, with limited field visits scheduled as needed with strict adherence to a COVID-19 Prevention Plan. Meetings are scheduled via video and phone conferencing including Microsoft Teams and Zoom. Employees are provided with a work-issued laptop for remote work. If employees do not have adequate equipment, RCD will provide the resources to accomplish duties and responsibilities. Employees are generally expected to return to the office when social distancing protocols have been reduced, following state and local guidelines.

### **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; a retirement plan; and 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 Jarrad Fisher, Program Manager at [jarrad@sanmateoRCD.org](mailto:jarrad@sanmateoRCD.org). Applicants may later be asked to submit a driving record. Applications will be accepted through **March 12, 2021**. The RCD is an equal opportunity employer. Candidates reflecting the social diversity of California are strongly encouraged to apply.