

JOB OPPORTUNITY  
**CONSERVATION PROJECT MANAGER**

**May 24, 2021**

**BACKGROUND:**

Located in beautiful coastal San Mateo County, the San Mateo Resource Conservation District (RCD) seeks the right person to join our team working to build agricultural resiliency and mitigate climate change. 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. 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 we provide non-regulatory, confidential, free assistance.

**POSITION:**

We are looking for a Conservation Project Manager to expand our agriculture and climate team. Current projects focus on composting, designing and coordinating implementation of carbon farm plans and conservation projects on working lands, and providing assistance to farmers and ranchers seeking permits for agricultural development projects. The position will work closely with a broad array of internal staff, partner organizations, government agency staff, and public and private landowners. The full-time position is grant funded through summer 2022 with the intent to secure ongoing funding.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

- Manage projects with technical advisors, partners, and stakeholders to ensure satisfactory completion.
  - Manage contracts with funders, consultants, and subcontractors.
  - Manage budgets, invoicing, and reporting.
  - Manage communications between project partners and stakeholders.
  - Coordinate development of project designs and logistics for project implementation.
  - Oversee implementation activities, including contractor management and coordination, permit compliance, and biological monitoring.
- Provide technical assistance to agricultural operators on permitting, licensing, carbon farming, and composting
- Contribute to the program vision and project development
- Prepare grant and funding proposals

- Assist staff on other projects as needed
- Coordinate and assist with outreach activities and educational workshops
- Respond to landowner/community requests for assistance as appropriate.

**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, resource management, conservation planning, or related field, or equivalent professional experience of three or more years
- Project management experience
- Strong compute skills, including Word and Excel
- Proficiency with ArcGIS and GPS
- Ability to work independently as well as part of a team
- Highly organized and motivated self-starter with the ability to prioritize
- Physically able to work in the field (hiking across farms and rangeland, lifting, carrying supplies and equipment, planting, etcetera) during all seasons
- Demonstrated personal interest in conservation and agriculture
- Knowledge of composting process and use of compost in agricultural systems
- Strong written and verbal communication skills and ability to work with a variety of people with diverse interests and temperaments
- 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
- Grant writing experience

***Desired***

- Experience farming and/or ranching
- 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 and/or agricultural infrastructure projects
- Experience working with other conservation groups

**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 \$65,000-\$75,000 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 PDF cover letter, resume and three or more references to Adria Arko, Climate and Agriculture Programs Manager: [adria@sanmateoRCD.org](mailto:adria@sanmateoRCD.org). Please title email: "Project Manager Application." Applicants may later be asked to submit a driving record.

Applications will be reviewed as they are received, with a deadline for applications of June 18, 2021, with a desired start date of August 12, 2021.

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