

JOB OPPORTUNITY  
**Forest Health and Fire Resiliency Program  
Conservation Project Manager**

6/22/2021

## **BACKGROUND**

Located in beautiful coastal San Mateo County, the San Mateo Resource Conservation District (RCD) seeks to fill a full-time position to join the team working to promote forest health and fire resiliency. 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 someone to expand our Forest Health and Fire Resiliency team. We work to protect lives and property by helping people create defensible space around their homes and roads, creating fuel breaks along evacuation routes, and implementing strategic fuel breaks. We help protect and enhance forests and other ecosystems through vegetation management that promotes resiliency to wildfires, climate change, drought, pests, and disease. 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 2022 with the intent to secure ongoing funding.

## **COMMITMENT TO DIVERSITY EQUITY AND INCLUSION**

We strive to foster diversity and inclusion, from hiring and management practices to board recruitment to community service to professional development and beyond. Candidates reflecting the social diversity of California and of San Mateo County are strongly encouraged to apply for this position.

## **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 with partners and consultants to develop environmental documentation and permits.
  - Coordinate development of project designs and logistics for project implementation.
  - Oversee 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 project development.
- Prepare grant and funding proposals.

- Assist staff on other projects as appropriate.
- Respond to landowner/community requests for technical assistance as appropriate.

## **APPLICANT QUALIFICATIONS**

Successful applicants will “wear many hats” at the RCD. They will have experience developing, planning, implementing, and monitoring conservation and restoration projects. They will work across many disciplines and therefore must have technical, administrative, communication, and interpersonal skills. Candidates reflecting the diversity of California and San Mateo County are strongly encouraged to apply.

### **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, motivated self-starter with the ability to prioritize in a fast-paced work environment
- Ability to work independently as well as part of a team
- Ability to walk on rugged terrain, lift and carry supplies, and utilize equipment 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

### **Desired qualifications**

- Master’s degree or equivalent experience (five or more years professional experience) with focus on environmental studies, natural sciences, resource management, watershed science, conservation planning, or a related field. If the preferred candidate has less experience, they may be hired as a project assistant or coordinator rather than as a manager.
- 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 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 for the Conservation Project Manager will be commensurate with applicable experience, ranging from \$65,000 to \$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 cover letter, resume, and three or more references to Bryanna Whitney at **bryanna[at]sanmateoRCD.org**. Applicants may later be asked to submit a driving record. Applications will be accepted through **July 23, 2021**. The RCD is an equal opportunity employer.