

JOB OPPORTUNITY

Conservation Project Manager

December 9, 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 generally non-regulatory, confidential, and free.

POSITION

The RCD is looking for a new team member to manage projects to restore habitat, enhance streamflow for wildlife, and improve water security for farmers, parks, and local community water systems. The position is full-time at 40 hours per week and funded by grants. 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 input from 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 project 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, report creation, and equipment preparation and maintenance (the employee will be trained in all required protocols)
- Contribute to program vision and project development
- Prepare grant and funding proposals
- Assist staff on other projects as needed
- Respond to landowner requests for technical assistance as appropriate

APPLICANT QUALIFICATIONS

Successful applicants will “wear many hats” at the RCD. They will be comfortable working in a fast-paced environment, working independently as well as part of a team, prioritizing workload, and communicating effectively with their RCD supervisor. 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. 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
- Demonstrated ability in or transferable to conservation, project management, or a related field
- 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 in a fast-paced work environment
- Ability to work independently as well as part of a team
- Ability to work in the field and walk on rugged terrain, walking in streams, lifting and carrying 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 and current auto insurance

Desired qualifications

- Bachelor’s degree or higher or commensurate experience with focus on environmental studies, natural sciences, resource management, watershed science, conservation planning, or related field
- Experience with environmental construction management or other applicable experience
- 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 or other applicable experience
- Proficiency with ArcGIS and GPS

TEMPORARY COVID-19 JOB MODIFICATIONS

All employees are subject to the RCD’s COVID-19 Prevention Plan. The RCD office is open, but employees may work remotely in consultation with their supervisor and as appropriate for their job responsibilities. Some meetings are currently scheduled via video conferencing including Microsoft Teams and Zoom. Employees are provided with a work-issued laptop for remote work. Employees will be expected to work from the office as needed and appropriate 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 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 Amy Kaeser, Habitat Enhancement Program Manager at [amy\[at\]sanmateoRCD.org](mailto:amy[at]sanmateoRCD.org). Applicants may later be asked to submit a driving record. Applications will be accepted through **January 17, 2022**. The RCD is an equal opportunity employer.