

JOB OPPORTUNITY

**ENVIRONMENTAL OUTREACH COORDINATOR/WATER QUALITY
PROGRAM COORDINATOR**

May 11, 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 Program Coordinator for the Water Quality Program. 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. The RCD helps public and private land owners and managers, government agencies, and others to voluntarily protect, restore, and enhance natural resources. A defining characteristic of RCDs is that we provide non-regulatory, confidential, free assistance.

POSITION:

Tired of being stuck behind your desk? Want to get outside? Interested in helping people help the land? We are looking for a new team member with an environmental communications background to work on projects that enhance water quality in coastal San Mateo County. The position is full-time at 40 hours per week. See <http://www.sanmateorcd.org/project/water-quality/> for more information about the RCD's Water Quality Program.

The Coordinator will report to the Water Quality Program Manager and will work with other staff as needed to ensure the successful implementation of projects. They will work closely with a broad array of partner organizations, government agency staff, and public and private landowners.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Develop and implement outreach campaign to reduce pet waste impacts on water quality in the San Mateo County
 - Coordinate stakeholder group
 - Develop outreach materials including print, social media, and webpage, and videos
 - Organize community cleanup events and installation of pet waste stations
- Coordinate watershed and water quality education/outreach activities and events
- Coordinate the annual First Flush citizen science program including recruiting and training volunteers, and presenting results
- Coordinate water quality monitoring activities for all water quality programs:
 - Plan sampling events and track program status
 - Obtain supplies/materials and calibrate equipment
 - Coordinate and mobilize field staff
 - Collect samples, and process or transport samples
- Manage, organize, and analyze field and laboratory data
- Generate data figures, statistics, and maps
- Assist with project implementation/construction as needed (ex green infrastructure)

- Assist with administrative duties such as tracking budgets, invoicing, writing reports, and drafting grants and proposals as needed

MINIMUM QUALIFICATIONS:

- Bachelor’s degree or higher with focus on environmental studies, environmental science, biology, resource management, watershed science, conservation planning, or related field
- Two or more years of professional experience, including environmental outreach coordination and/or scientific communications to diverse audiences
- Experience with field work and data management
- Some knowledge of watershed stewardship, water quality, hydrology, water conservation, and/or stormwater management
- Strong written and verbal communication skills
- Strong computer skills including Word, Excel, and ArcGIS
- Excellent planning, coordination, and decision-making skills
- Highly organized and strong attention to detail
- 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 etc) during all seasons
- Creativity, sense of humor, “can do” spirit, flexibility, strong desire to learn
- Valid California driver’s license, clean driving record, and current auto insurance

DESIRED QUALIFICATIONS:

- Experience implementing water quality monitoring plans and programs
- Experience coordinating field work or planning events from start to finish

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 \$50,000 to \$60,000 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, writing sample, and three references to Noah Katz, Water Quality Program Coordinator: [noah\[at\]sanmateoRCD.org](mailto:noah[at]sanmateoRCD.org). Applicants may later be asked to submit a driving record. Applications will be accepted through May 28, 2021. 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.