

JOB OPPORTUNITY

Conservation Associate

May 8, 2026

BACKGROUND

The San Mateo Resource Conservation District (RCD) seeks a Conservation Associate to join the team working to improve habitat and protect water resources in beautiful coastal San Mateo County. 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

A Conservation Associate serving the water resources and habitat enhancement teams advances efforts to restore wildlife habitat and enhance streamflow for environmental benefit while improving water security for local agriculture and domestic use. The work generally involves assisting with conservation projects and other efforts to help people manage their natural resources. Example projects include enhancing creek and wetland habitat, removing barriers to fish migration, managing vegetation, water storage and conservation, and other activities that improve natural resources for wildlife and people. This position often works with an array of internal staff as well as outside organizations, government agency staff, and public and private landowners. A Conservation Associate may support other RCD programs or the administration of the organization as needed.

PRIMARY DUTIES AND RESPONSIBILITIES

- Coordinate with advisors and partners to support projects from conception to completion including design, planning, permitting, implementation, monitoring, and documentation
- Help track project budgets
- Draft reports to funders and permitting agencies
- Conduct pre- and post-project monitoring activities such as collecting field data, data entry, equipment preparation, maintaining supplies, and preparing monitoring reports (you will be trained in all required protocols)
- Support biological monitoring during construction which may include preparing daily monitoring forms and species training materials, identifying and relocating species

from active construction areas, and communicating measures with contractors to ensure the safety of the species

- Prepare or assist with preparation of materials for documents such as grant and permit applications, biological resource evaluations (including site component maps and GIS analysis), and monitoring reports
- Assist with responses to requests for help from community members as appropriate, often involving site-visits and occasionally involving after-hour community meetings
- Provide administrative support as needed, including scheduling meetings, taking notes, managing files, reviewing and proofreading documents, and coordinating communication with external partners.
- Foster positive relationships with staff and partners
- Assist, coordinate, contribute to, or help lead communication, outreach, and educational activities ranging from social media to workshops, meetings, etc.
- Participate in training to increase individual and organizational capacity
- Contribute to overall RCD goals and mission through assigned tasks and special projects as needed or assigned
- Promote diversity, equity, inclusion, and justice in conservation and contribute to implementation of the RCD's DEIJ Plan.

QUALIFICATIONS

Minimum qualifications

- Undergraduate degree or equivalent experience that includes in-field biological work, natural resource management, the use of relevant technologies such as GIS, community engagement, and/ or project coordination
- Administrative skills
- Demonstrated ability to implement conservation projects
- Strong written, verbal, and interpersonal skills and ability to work with a variety of community members with diverse cultural backgrounds, worldviews, interests, and temperaments
- Strong computer skills, including Microsoft Office Suite, and/ or demonstrated ability to learn new programs/ systems
- Highly organized, motivated self-starter with the ability to prioritize in a fast-paced work environment
- Ability to work collaboratively on a team as well as independently
- Ability to occasionally walk on rugged terrain or in creeks, walk or stand for extended periods of time, lift and carry supplies, and use hand-held equipment during all seasons
- Problem-solving abilities, flexibility, strong desire to learn
- Commitment to diversity, equity, inclusion, and justice
- Valid California driver's license

Desired qualifications

- Knowledge in one or more of the following areas: watershed stewardship, natural resource management, hydrology, soil science, native plant and animal communities,

restoration ecology, fisheries, water resources and conservation, or similar field

- Experience working with watershed, restoration, or other conservation groups
- Experience conducting outreach or community engagement
- Experience coordinating projects
- Experience supporting educational programs such as workshops, trainings and webinars
- Familiarity with resource conservation districts
- Experience with budgets
- Experience with grant writing and reporting
- Familiarity with the ecosystems, regulations, and/or stakeholders of coastal San Mateo County
- Fluency/ proficiency in Spanish or Chinese

COMPENSATION AND BENEFITS

Financial compensation for the Conservation Associate will be \$33.50 – 38.70 per hour, commensurate with applicable experience. Benefits include a fixed monthly amount for combined health, dental, and vision insurance; paid time off starting at 18 days annually (including sick time); a 401K retirement plan; 12 paid holidays; ability to work remotely as appropriate (field and office work is also required); and a fun, fast-paced, positive work environment with excellent coworkers. This position is full time, non-exempt.

COMMITMENT TO DIVERSITY EQUITY AND INCLUSION

We recognize the diversity in our community, and we see the strengths and gifts that each member of the community brings to the shared work of deep sustainability. We are working towards a future where the land and communities of San Mateo County are healthy and resilient in the face of climate change, the connection between people and the land is strong, and people throughout our community equitably share the benefits of and connection to natural resources. We are growing and learning in this space and have developed a strategic plan to intentionally work toward that future. Before applying, please review our [Diversity, Equity, Inclusion, and Justice Plan](#). To support our staff, the RCD offers paid time to attend affinity groups and professional development opportunities. The RCD is an equal opportunity employer.

APPLICATION INFORMATION

To apply email a cover letter, resume, and three references as a single attachment to jobs@sanmateoRCD.org with the subject "Conservation Associate." Applicants may later be asked to submit a driving record. Applications will be accepted through **June 7, 2026**. Interviews are expected to be held mid-to-late June. The Conservation Associate is anticipated to start work August 2026, somewhat flexible. The RCD is an equal opportunity employer.

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