

SOTOYOME RESOURCE CONSERVATION DISTRICT
Project Coordinator

Background:

- The Sotoyome Resource Conservation District is a non-regulatory public agency of the state of California that has been in existence since 1946. Our district consists of the northern 2/3rds of Sonoma County. There are currently 3 full-time employees and 2 part time employees on staff. Resource Conservation Districts (RCD) were established nationwide by an act of Congress to facilitate resource conservation at the local level. RCDs work to provide technical and funding assistance to help landowners and resource users develop locally driven solutions to address a broad range of natural resource concerns, including watershed management and protection of water quality. For more information about the Sotoyome Resource Conservation District visit our website at: www.sotoyomercd.org.

POSITION DESCRIPTION:

Work Duties & Responsibilities

- Assists in the management of all SRCO contracts with local, state, federal, nonprofit and other agencies to assure project compliance and successful completion. This includes issuing subcontracts, working with the RCD bookkeeper to track charges, and complete monthly progress reports and contract budget updates to Project Managers. Communicates regularly with the Executive Director on budget shortfalls and contract needs or issues.
- Works with the RCD staff and Board of Directors as needed to research, write, and submit grants.
- Completion of permits for habitat restoration projects on private lands. Knowledge of the laws and regulations associated with the California Environmental Quality Act.
- Assist with RCD educational and outreach activities.
- Additional SRCO Restoration Program and SRCO Watershed Assessment and Water Quality Monitoring Program support tasks as needed.

Knowledge, Skills, and Experience

The ideal candidate will be an energetic, dedicated professional will the following skills:

- BA/BS in the field of Natural Resources or Agriculture, experience with contract administration and budgetary skills desired.
- Knowledge of local agriculture, conservation and/or land use issues.
- Strong computer skills, including Word, Excel, and Access.
- Effective writing skills.
- Functional understanding of ArcView Suite (GIS).
- Ability to work independently, with minimal supervision, and as a team.
- Ability to meet contract deadlines, multi-task, and be flexible.
- Positive attitude a must.

Benefits: The Sotoyome RCD provides the following benefits: sick time, two weeks of vacation, health insurance, retirement, and 12 paid holidays. Full benefits will be available after completion of a trial period of 3 months.

Work location: The Sotoyome RCD office is located in Santa Rosa, California but the entire district's jurisdiction is the northern 2/3rds of Sonoma County including the Gualala and Russian River Watersheds. The majority of this position's work hours will be spent at the office location. However, it will be necessary to attend meetings and other events throughout the District.

Status: This is an at-will, hourly position, 30-35 hours per week.

Rate of Pay: Pay commensurate on qualifications and experience.

Start Date: Approximately March 1, 2008

APPLICATION PROCEDURE: Please e-mail a letter of interest, resume and a list of three references to kheckert@sotoyomercd.org.

FINAL DATE FOR FILING: Open Until Filled