



POSITION: Project Assistant

Background:

The Sotoyome Resource Conservation District (RCD) 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 6 employees on staff. RCDs 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 RCD visit our website at: www.sotoyomercd.org.

POSITION DESCRIPTION:

Work Duties & Responsibilities

The Project Assistant works under the supervision of the Executive Director. The assistant will also receive some direction from the Watershed Biologist, Restoration Program Manager, and Project Coordinator. Scheduling of hours is flexible, with the amount of hours per week depending on work load.

Work duties will include:

- Assist with RCD educational and landowner outreach activities.
- Assist in the support tasks for the RCD Restoration Program and RCD Watershed Assessment and Water Quality Monitoring Program. Specific program areas can include invasive species removal, water temperature monitoring, sediment source inventory, fish passage improvement, riparian revegetation, and rural road rehabilitation.
- Assist in development of on the ground restoration projects and funding proposals.

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, Biology, or Agriculture.
- Knowledge of local agriculture, conservation, and/or land use issues, as well as general knowledge of the watersheds within the RCDs district.
- Strong computer skills, including Word, Excel, and Access. GIS and GPS skills are a plus.
- Effective writing skills.
- 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.

Status: This is an at-will, hourly position, 28-34 hours per week.

Rate of Pay: Pay commensurate on qualifications and experience.

Start Date: Approximately September 15, 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