

SOTOYOME RESOURCE CONSERVATION DISTRICT

JOB OPPORTUNITY

POSITION: Restoration Project Coordinator

BACKGROUND :

The Sotoyome Resource Conservation District has been in existence since 1952. Resource Conservation Districts were established nationwide by an act of Congress to facilitate resource conservation at the local level. The RCD works with the USDA Natural Resource Conservation Service (NRCS) to provide technical 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. We help land users and communities approach conservation planning and application of how natural resources relate to each other and to all of us and how our activities affect those resources. For more information on Resource Conservation Districts go to www.sotoyomercd.org.

POSITION DESCRIPTION:

Status: This position is a temporary 32-40 hours/week, at will position for a one year period. The position is based on grant funds availability, should additional funds become available the time period for the position shall be extended and may become permanent.

Salary: Hourly \$18.00 – \$20.00 based on experience (mileage will be reimbursed based on the current state rate)

Benefits: Effective when position becomes permanent

Start Date: immediately

Work location: The office is located at 970 Piner Road, Santa Rosa.

Requirements of this position: This position will require some travel throughout the District and may require some evening and weekend work. Additionally, this position will occasionally require work outside in all types of weather; traversing uneven terrain; working in locations that are near water and/or have steep terrain.

Responsibilities: The Project Coordinator will work under the supervision of the Sotoyome Resource Conservation District Executive Director.

Work will involve coordinating activities related to implementing the District's restoration and monitoring projects. These projects may include sediment reduction through road repair, streambank stabilization and revegetation, gully repair, riparian exclusionary fencing, and water quality monitoring. Coordination of these projects will include the following tasks:

- ❖ Outreaching to landowners to participate in invasive plant removal programs, farm conservation programs, and watershed restoration projects

- ❖ Maintaining communication with landowners throughout project
- ❖ Coordinating with subcontractors, RCD staff and/or volunteers for project implementation
- ❖ Coordinating all environmental documentation/surveys, and permits
- ❖ Assisting with monitoring of project success
- ❖ Communication and coordination with local, state & federal agencies
- ❖ Providing presentations and workshops about implemented projects
- ❖ Identification of additional projects
- ❖ Assisting with workshops for project identification
- ❖ Pursuing funding for future projects (i.e. writing grant proposals, developing “fee for service” opportunities)
- ❖ Maintaining appropriate files documenting project work completed, photos and invoicing records

DESIRED QUALIFICATIONS:

- ❖ A Bachelors degree in environmental studies, physical/biological sciences, agriculture or related field is preferred or 3 years of related work experience
- ❖ Excellent verbal and written communication skills
- ❖ Strong computer skills, including Word, Excel and Access
- ❖ Experience using GIS technology
- ❖ Understanding of restoration planning
- ❖ Experience working independently on multiple projects
- ❖ Excellent writing skills and/or experience in grant writing
- ❖ Ability to prioritize and complete tasks under deadline with minimal supervision
- ❖ A working knowledge of issues related to watershed restoration and water quality in Northern California
- ❖ Experience in public outreach including organizing and conducting workshops
- ❖ Knowledge of county, state and federal environmental permitting procedures, polices and regulations
- ❖ Requires a vehicle, good driving record and proof of automobile insurance

APPLICATION PROCEDURE: Submit a cover letter and resume. Include a minimum of three references. Send or deliver all materials to:

Project Coordinator Position
 Sotoyome Resource Conservation District
 P.O. Box 11526
 Santa Rosa, CA 95406
 Kwilliams@sotoyomercd.org

FINAL DATE FOR FILING: All materials must be received by the RCD by 5pm on Friday, November 4, 2005.

Resource Conservation Districts do not discriminate against any person, or persons, based on race, religious creed, color, national origin, sex, marital status, age, or handicap.