

JOB OPPORTUNITY  
**CONSERVATION PROJECT MANAGER**

**January 11, 2019**

**BACKGROUND:**

Located in beautiful coastal San Mateo County, the San Mateo Resource Conservation District (RCD) seeks to fill a full-time position for a Conservation Project Manager (CPM). 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.

**POSITIONS:**

We are looking for a new team member to help us restore fish and wildlife habitat often also in support of agricultural operations. As part of a team, the CPM will work on projects to remove barriers to fish migration, restore habitat in streams and uplands, enhance streamflows, mitigate climate change impacts, and more. The position is full-time at 40 hours per week and grant dependent, currently funded through 2020 with the intent to seek ongoing funding.

The CPM will report to the Natural Resource Specialist and will work with other staff as needed to ensure the successful implementation of projects. He or she will work closely with a broad array of partner organizations, government agency staff, and public and private landowners.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

- Manage projects with technical advisors and others to ensure all aspects of projects are satisfactorily completed, including project design, planning, permitting, monitoring, development and administration of contracts, purchasing goods and materials, tracking budgets, and preparation of reports as required by funders and others
- Oversee monitoring activities, including collecting data in the field, data entry, equipment preparation and maintaining supplies (the CPM will be trained in all required protocols)
- Prepare grant applications and agreements as appropriate
- Assist staff on other projects as needed
- Represent projects or programs to stakeholder groups as appropriate
- Respond to landowner requests for conservation technical assistance as appropriate

**APPLICANT QUALIFICATIONS:**

Successful applicants will “wear many hats” at the RCD. They will have experience developing, planning, implementing and monitoring environmental conservation and restoration projects. They will work across many disciplines and therefore must have technical, administrative, communication, and interpersonal skills.

### **Minimum qualifications**

- Knowledge of watershed stewardship and conservation, resource management, hydrology, stormwater runoff, soil science, native plant and animal communities, and/or restoration ecology
- Strong written and verbal communication skills and ability to work with a variety of people with diverse interests and temperaments
- Strong computer skills, including Word and Excel
- Highly organized and 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, planting, etcetera) during all seasons
- Creativity, sense of humor, “can do” spirit, collegiality, flexibility, strong desire to learn
- Valid California driver’s license, clean driving record, and current auto insurance
- Master’s degree or equivalent experience (three or more years professional experience) with focus on environmental studies, natural sciences, resource management, watershed science, conservation planning, or related field
- Demonstrated personal interest in conservation and/or agriculture

### **Desired qualification**

- Proficiency with ArcGIS and GPS
- Familiarity with local threatened and endangered species, including habitat needs and legal protections
- Familiarity with local, state, and federal permits required for restoration projects
- Experience working with watershed groups or other conservation groups
- Familiarity with production agriculture

### **COMPENSATION:**

Financial compensation will be commensurate with applicable experience. Full-time employees are offered benefits which include a health, dental and vision plan. All employees are offered vacation and sick time and a retirement plan. These positions also enjoy a flexible work schedule in a fun, fast-paced, positive work environment with excellent coworkers.

### **APPLICATION INFORMATION:**

To apply, email a cover letter, resume and three or more references to Joe Issel, Natural Resource Specialist: [joe\[at\]sanmateorcd.org](mailto:joe[at]sanmateorcd.org). Applicants may later be asked to submit a driving record.

Applications will be accepted through February 22nd. 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.*