



California Association of Resource Conservation Districts (CARCD)

Project Coordinator

Background

The California Association of Resource Conservation Districts (CARCD) is a 501c3 non-profit organization serving the 96 Resource Conservation Districts (RCDs) throughout the State. Our organization works as a hub to strengthen and support a powerful statewide network of local RCDs, so they can assist communities across California in caring for our land, water, soil, air, and other natural resources. CARCD and the RCDs offer effective, locally-governed, non-regulatory ways to meet our communities' natural resource needs and challenges, at any scale from local to statewide.

Summary of position

CARCD is seeking a dynamic, creative conservation professional to assist RCDs in meeting the next generation of conservation challenges. This is an exciting time in the RCD world and we are seeking someone who is up for the challenge. The ideal candidate will have an interest in conservation, be willing and eager to take on multiple tasks as part of a team, enjoy working both with others and independently, and will have strong communication skills. We are looking forward to meeting our new team member!

The Project Coordinator will play an important role in facilitating the work of the RCDs and advocating for them and landowners/managers at the state level. The Project Coordinator must enjoy working in partnership with another staff person on multiple, dynamic objectives. Depending on candidate background and interest, the Project Coordinator will be responsible for managing grants related to irrigation efficiency, soil health, and either cannabis or grazing lands.

Position Responsibilities

Project Coordination: ~75%

- Coordinate and manage 2-4 projects. Ensure the contracted objectives and deliverables are achieved effectively and efficiently. Collaborate with the internal CARCD team and partner stakeholders to facilitate work at the local level.
- Create advisory panel of landowners/managers to inform project(s).
- Generate and aggregate resources for project implementation, potentially including: informational guides, videos, workshops, etc.
- Coordinate with other team members for best project outcomes.
- Provide project reporting for the deliverables.
- Prepare and assist with grant applications.

Miscellaneous Support: ~25%

- Work with the team in the timely and successful completion of various projects. Tasks may include assisting with the implementation of programs, conducting outreach to RCDs and

partners, organizing and structuring data, editing content for publication, and scheduling meetings.

Required Qualifications

- B.S. or B.A. in Non-Profit Administration, Agriculture, Conservation, Biology, Natural Resources, or other related degree
 - OR related coursework and at least three years of professional and/or volunteer experience in a related field
- Appreciation for the diversity of California's local communities and general knowledge of conservation opportunities and challenges in California
- Proficiency with Microsoft Office Suite
- Strong written and verbal communication skills and ability to work with a variety of people with diverse interests and temperaments
- Strong interpersonal and problem solving skills
- Ability to work effectively both in team settings and individually
- Ability to be productive while being flexible, self-starting, and working independently
- Excellent organizational skills, including ability to set priorities, manage time, work under pressure, and assist with multiple projects while meeting deadlines
- Creativity, sense of humor, "can do" spirit, collegiality, flexibility, strong desire to learn
- Ability to travel within California on a limited basis
- Desire and ability to work with a diverse community group of people and staff members

Desired Qualifications

- 2-3 years of professional and/or volunteer experience in a related field
- Familiarity with agricultural conservation practices and standards
- Project management experience
- Media design aptitude
- Experience working in Californian conservation
- Experience with grant writing and event planning

Compensation: \$17-\$22/hour based on experience, 32-40 hours a week (flexible), health insurance offered if full time hours are negotiated. Funding for this position is secured through December 2019, with the possibility of an extension based on future funding.

Application deadline is April 12th. The position is located in Sacramento, CA with the possibility of remote work. To apply, please send a cover letter, (including particular resource interest), and resume to: Emily-sutherland@carcd.org.

CARCD is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.