



JOB ANNOUNCEMENT

Project Assistant- Technical Assistance

Part-Time Position, 29 hours/week

Alameda County Resource Conservation District, Livermore, CA

First review of applications will begin on September 3, 2019;
Applications accepted until position is filled.

The Alameda County Resource Conservation District seeks a highly motivated and enthusiastic Project Assistant to support conservation on natural and agricultural lands.

BACKGROUND:

The Alameda County Resource Conservation District (RCD) is a non-regulatory special district that works to support local conservation efforts on private and public lands. Located in Livermore, CA, we partner with landowners and managers, government agencies and stakeholder groups to enhance natural resources by providing education and outreach programs, technical assistance, and project implementation. The RCD works in partnership and shares offices with the USDA Natural Resources Conservation Service (NRCS) as the Alameda County Conservation Partnership.

POSITION SUMMARY:

The Project Assistant will assist RCD project managers in project planning, implementation and monitoring, with a focus on practices that support carbon sequestration in working lands such as compost addition, riparian restoration, cover cropping and wildlife hedgerows. The position includes both field and office work. Candidates must be comfortable working in remote locations and interacting with a diverse array of partners and clients. The ideal candidate will have the ability to support field-based monitoring and conduct outreach efforts, as well as experience or interest in conservation on working lands.

DUTIES AND RESPONSIBILITIES:

- Assist with field work including soil and vegetation monitoring.
- Participate in resource inventories and site evaluations.
- Assist with the development of detailed carbon farm and conservation plans.
- Manage field samples and enter data.
- Support site maintenance of an agricultural operation and troubleshoot issues as they arise.
- Develop public outreach materials such as flyers and factsheets; update content for the RCD website to reflect current activities.
- Support volunteer or other public events including planning, outreach, and day-of logistics.
- Assist with preparation of grant reports and development of new grant proposals as needed to fund future conservation work.
- There may be opportunities to take on additional responsibilities and projects if suitable, given time available and level of skills required to successfully complete the tasks.

QUALIFICATIONS:

- Associate degree or significant progress towards or completion of Bachelor's degree with coursework in environmental studies, conservation biology, agriculture or other fields pertinent to the position.

- Basic knowledge of resource management, soil science, native plant and animal communities, restoration ecology, rangeland management, agronomy and/or urban agriculture.
- Ability to work with a variety of people with diverse interests, backgrounds, and communication styles. Able to work independently and as part of a team.
- Knowledge of and proficiency with computer applications such as MS Word, Excel, PowerPoint, Google Docs, Dropbox, Doodle, etc.
- Knowledge of and basic proficiency with ArcGIS (or comparable geographic information system software) and GPS technology.
- Familiarity with updating and creating content for websites. Strong written and verbal communication skills.
- Highly organized and motivated self-starter with the ability to prioritize.
- Ability to meet contract deadlines, multi-task, and coordinate across multiple projects.
- Physically able to work in the field (climbing in and out of streams, lifting up to 25 pounds, hiking over uneven terrain, planting) during all seasons.
- Valid California driver's license, clean driving record, and current auto insurance.
- Creativity, sense of humor, collegiality, flexibility, strong desire to learn on the job.

Desired Qualifications:

- Familiarity with ranching, viticulture and/or urban agricultural production.
- Experience with soil sampling, vegetation monitoring and/or wildlife surveys.
- Experience working with public agencies, community-based organizations, and/or non-profits.

POSITION SPECIFICS:

The position is part-time (not to exceed 29 hours per week) for 18 months, with potential to continue dependent on project workload and grant funding. A progress review occurs at 3 months, and performance reviews at 6 months and 1 year for the first year, then annually thereafter. This is an at-will position following a 6-month probationary period. Pay rate starts at \$18 per hour, depending on experience. Work-related training opportunities may be made available as schedules and budget allow.

APPLICATION INFORMATION:

To apply: Please submit your resume, a cover letter explaining why you are interested in and qualified for the position, and the names and contact information for three professional references (as a single file) by email to hr@acrcd.org. Documents should be in PDF or MS Word (please do not send documents larger than 2 MB). Please, no images, graphics or photographs. Please, no phone calls or drop-ins.

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Preferred start date is October 1, 2019.

Alameda County Resource Conservation District
 3585 Greenville Rd. Suite 2, Livermore, CA 94550
www.acrcd.org