



**POSITION:** Conservation Project Coordinator- Post Fire Recovery

**Primary roles** – Coordination of District conservation and forestry projects- including fuels and forest health, wildlife habitat restoration, reforestation, environmental compliance, and watershed health projects.

Location – Quincy, CA

Travel – Occasional overnight travel may be required

This position will require the coordination of all aspects of District projects to improve wildfire resiliency, forest and watershed health, including vegetation and habitat management. Primary focus on fire restoration related projects. The position is full-time at 40 hours per week. It is grant dependent, currently funded through 2023 with the intent to secure ongoing funding. The CPC will report to the District Manager and will work with other staff as needed to ensure the successful implementation of projects. The CPC will work closely with a broad array of partner organizations, government agency staff, and public and private landowners. It is expected a Conservation Project Assistant and/or field technician(s) will be hired to assist the CPC with program activities.

#### **TYPICAL DUTIES AND RESPONSIBILITIES**

- Collaborate with partners and stakeholders to develop, fund and implement post-fire restoration and fuel reduction projects such as defensible space for emergency access/egress routes; strategic fuel breaks; prescribed burning; forest stand improvement; reforestation; Sudden tree mortality; and invasive species removal and revegetation.
  - Manage contracts with funders, consultants and subcontractors.
  - Manage budgets, invoicing and reporting.
  - Manage communications between project partners and stakeholders.
  - Coordinate with project partners and consultants to develop environmental documentation and permits.
  - Coordinate the development of project designs and logistics for project implementation.
  - Provide oversight of implementation activities, including photo and biological monitoring.
  - Develop new projects and seek funding to implement
- Manage efforts to streamline permitting to increase the pace and scope of vegetation management projects, including compliance with the California Environmental Quality Act and National Environmental Protection Act.
- Assist staff on other projects as appropriate.
- Respond to landowner requests for technical assistance as appropriate.
- Oversee monitoring activities, including collecting data in the field, data entry, equipment preparation and maintaining supplies (the CPC will be trained in all required protocols).
- Supervise project staff – which may be seasonal or permanent staff working primarily on day-to day portions of projects the Conservation Project Coordinator manages. This duty includes leading hiring and training of project staff as well as day-to-day management and conducting performance evaluations for supervised staff among other duties associated with staff supervision.

## **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 forestry, vegetation management, wildfire behavior, watershed stewardship and conservation, resource management, basic hydrology, basic 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
- 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

### **Desired qualifications**

- Masters degree in Forestry, Natural Resource Management or related field
- Experience in contract management
- Experience with project development and grant writing
- 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 fire safe councils, watershed groups or other conservation groups
- Familiarity with production forestry

## **COMPENSATION**

Financial compensation will be commensurate with applicable experience, ranging from \$27.00-\$33.00 / hour. Benefits include a health care package, paid vacation and sick time, retirement, cell phone stipend, boot stipend, as well as a flexible work schedule with the ability to work in a fun, fast-paced, positive work environment with excellent coworkers.

**Application Instructions:** Please send Resume, Cover Letter, and three references to Michael Hall [mhall@frrcd.org](mailto:mhall@frrcd.org) or call 530. 927. 5299 with questions about the position

**Applications due March 11<sup>th</sup>, 2022**