



## CALAVERAS COUNTY RESOURCE CONSERVATION DISTRICT

PO Box 1041 ♦ 423 E. St Charles St. ♦ San Andreas, CA 95249  
info@CalaverasRCD.org

### **TITLE: Forest Health and Fire Resiliency Project Coordinator**

#### **Position Summary**

The Project Coordinator position is part-time, temporary, and funded by grants. The Project Coordinator will advance project(s) to improve wildfire resiliency for at-risk communities and critical infrastructure and/or improve ecological function and resiliency of terrestrial and riparian habitat types, including forests, shrublands and grasslands. These activities are often designed to incorporate various natural resource management considerations and produce multi-beneficial outcomes. The work generally involves planning, designing, and implementing programs and projects.

#### **Duties**

- Coordinate with Administrative staff and Project Management staff for oversight of project(s).
- Coordinate efforts on regional project priorities and grant applications.
- Assist Project Manager with projects related to technical advisors, partners, and stakeholders to ensure satisfactory completion.
- Assist Project Manager with contracts for funders, consultants, and subcontractors.
- Assist Project Manager with bid processes for hiring contractors and developing contracts.
- Assist Project Manager with budgets, invoicing, and reporting.
- Assist Project Manager with communications between project partners and stakeholders.
- Assist Project Manager with and develop environmental documents and permits, sometimes with the support of consultants.
- Manage the development of project designs and logistics for project implementation.
- Oversee Project Managers for implementation activities, including contractor management and coordination, permit compliance, and biological monitoring.
- Oversee Project Managers for monitoring activities, including data collection in the field, data entry, equipment preparation and supply maintenance (the employee will be trained in all required protocols).

- Support and sometimes lead the identification of emerging fuel reduction and vegetation management opportunities through collaboration with key external partners such as fire agencies, public land managers, and private landowners.
- Contribute to overall RCD goals and mission through tasks and special projects as needed.
- Communicate regularly with partners and foster positive relationships.
- Engage with communities in need of wildfire resiliency support through individual communication, site-visits, and occasional after-hour community meetings.
- Promote the District's mission and contribute to a cohesive and functional work environment. Instill the spirit of teamwork with District employees and other District partners.

### **Qualifications**

- Knowledge in one or more of the following areas: wildfire behavior, fire ecology, forest health, watershed stewardship, natural resource management, hydrology, soil science, native plant and animal communities, restoration ecology, or similar field
- Demonstrated ability in or transferable to conservation, program management, or a related field
- Strong written and verbal communication skills and ability to work with a variety of people with diverse interests and temperaments
- Strong computer skills, including, Microsoft products, Adobe products, and GIS applications
- Highly organized, motivated self-starter with the ability to prioritize in a fast-paced work environment
- Ability to work independently as well as part of a team
- Valid California driver's license, clean driving record, and current auto insurance
- Experience with community engagement
- Familiarity with wildfire resiliency and forest health
- 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, restoration, or other conservation groups
- Experience with grant writing, contract management, and procurement procedures

## **Knowledge & Ability**

- Watershed concepts and conservation techniques.
- Native plants, weed species, resource conservation practices, watershed concepts and vegetation management planning.
- Basic data analysis.
- Grant and/or contract management procedures.
- Computers, including ability to work with the full Microsoft Office Suite of programs and Geographic Information Systems (GIS).
- Correct English usage, spelling, grammar, and ability to read and write English.

## **Additional Requirements**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Position may require manual labor. Ability to lift up to 35 lbs.; ability to sit and stand for intermittent periods of time and on a frequent basis; ability to climb, bend, stoop, squat, and reach on a frequent basis; ability to hike over rough terrain for long periods in possible inclement weather; ability to communicate on a telephone, via email, and in person. Ability to properly prepare and endure for long hours exposed to the elements. Calaveras County ranges from 20 to 8100 feet in elevation. Summer temperatures can be over 100 degrees at lower elevations. Snow and temperatures below freezing point are common above 5000 feet during several months of the year. Operations will allow for exposure to conditions such as dust, fumes, noise, heat, cold, rain, snow, poisonous insects, spiders and reptiles, poison oak/or odors. Other possible impediments include fences, mining sites, property without consent to access, aggressive pets and wild animals, and roads and trails made impassable by weather or geologic events.

### **Pay:**

- Pay & Hours dependent on specific grant funding available.

### **Benefits:**

- Sick days accrued according to state EDD office and SDMRA.
- Paid Holidays & vacation days paid according to CCRCDC Personnel Policies.
- No health care is provided.

## **To Apply**

Please send resume, cover letter, a brief writing sample, and two references to [mcole@calaverasrcd.org](mailto:mcole@calaverasrcd.org). Applications will be accepted until the position is filled.