

# Guadalupe-Coyote Resource Conservation District (GCRCD)

## JOB DESCRIPTION

### Conservation Program Coordinator

**Classification:** Unclassified, non-exempt position.

**Schedule:** May be filled with a full-time, part-time or temporary employee, or an intern, depending on program needs and funding availability.

**Summary of Duties and Responsibilities:** Under the direction of the Executive Director (ED), develop, implement and coordinate one or more District natural resources conservation programs. Specific tasks may include:

- Coordinate conservation program activities, including the development of project plans, permit applications, implementation schedules, in collaboration with other District staff, landowners, permitting agencies, funders, consultants and contractors.
- Provide ecological perspective during the development and implementation of programs and projects.
- Collaborate with stakeholders, partners, local, state and federal entities, and landowners to identify recovery goals and projects.
- Provide technical assistance to agricultural producers, project partners, and other watershed stakeholders.
- Conduct or oversee monitoring activities, including but not limited to biological, and archaeological monitoring.
- Conduct outreach and build relationships with landowners, agricultural producers, community groups, and other watershed stakeholders.
- Ensure compliance with grant requirements for applicable programs and projects.
- Deliver educational presentations at District and partner events.
- Attend meetings and workshops on behalf of the District.
- Represent the District, its partners and funders in a positive and proactive manner.
- Perform additional tasks or responsibilities as directed by the ED.

**Preferred Qualifications:**

*Experience:* Typical ways to demonstrate the expected level of experience include:

- Relevant paid or volunteer experience working as an ecologist, biologist, botanist, hydrologist, soil conservationist, agronomist, or similar related conservation position that focused on ecological restoration and landowner collaboration.
- Working knowledge of local resource concerns.
- Specific experience with project management or coordination.

*Training:* Education or professional training in a field related to environmental science or natural resource management.

*Special Requirement:* Most positions will require possession of, or ability to obtain, an appropriate, valid California driver's license and auto insurance *and the ability to be able to work in the field (negotiating uneven and steep terrain, carrying supplies and equipment, planting, etc.) during all season.* Accommodations may be considered depending on the specific assignments for individual positions.