



CONSERVATION

PROGRAM COORDINATOR

JOB DESCRIPTION

Classification: This is an unclassified, non-exempt (overtime-eligible) position. The position may be offered as permanent, limited duration, temporary employment, or an internship, depending on program needs and funding availability.

Schedule: This position may be filled with a full-time or part-time employee, depending on program needs and funding availability.

Summary of Duties and Responsibilities: Under the direction of the Executive Director, the incumbent develops, implements and coordinates assigned District natural resources conservation programs and projects. Scope of responsibilities may be adjusted according to classification and/or schedule, but generally in this position, an employee would be expected to effectively and successfully:

- Coordinate program and project activities in collaboration with other District staff, landowners, permitting agencies, funders, consultants, and contractors.
- Provide technical assistance to agricultural producers, project partners, and other watershed stakeholders using the [Natural Resources Conservation Service \(NRCS\) conservation practice standards for California](#).
- Develop and deliver inclusive and equitable community and stakeholder outreach and educational programs.
- Build collaborative working relationships with members of federal, state, regional, tribal, and local governments, including other resource conservation districts, community based organizations, historically underserved and disadvantaged populations, and other entities and populations involved in or impacted by natural resource issues.
- Perform a broad range of administrative duties related to assigned program activities.
- Ensure compliance with grant and regulatory requirements for applicable programs and projects.
- Engage with others in a respectful and culturally appropriate manner.
- Represent the District in a positive and proactive manner.
- Perform additional tasks or responsibilities as directed by the Executive Director.

Qualifications and Requirements:

Minimum Qualifications:

- Experience working as a soil conservationist, ecologist, biologist, forester, hydrologist, agricultural producer or worker, or similar position in which the work performed related to natural resource management.
- Experience conducting community outreach.
- Experience working collaboratively with government entities, community organizations, agricultural producers, members of historically underserved and disadvantaged communities, and/or other watershed stakeholders.
- Ability to work effectively in a variety of work environments (e.g., in an office, remotely from home, in the field, etc.).
- Ability to produce timely and quality work products, both individually and as a member of a team.
- Ability to write and produce comprehensive technical reports and documents.
- Proficiency in speaking, writing, and reading the English language.

- Proficiency in using Microsoft Office and geographical information systems.
- High school diploma or GED credential.

Desired Attributes:

- Working knowledge of natural resource concerns in Santa Clara County.
- Demonstrated proficiency in speaking, writing and reading a second language other than English that is spoken by a recognized percentage of District constituents.

Special Requirements:

- Ability to work in the field (negotiating uneven and steep terrain, carrying supplies and equipment, planting, etc.) during all seasons.
- For positions requiring field work, possession of an appropriate and valid California driver's license, auto insurance in the employee's name, and readily available access to a vehicle licensed to be driven on State and local highways and roads.

Accommodations:

- Request for waivers of minimum requirements or special accommodations may be considered depending on the required duties for individual positions.