



**Guadalupe-Coyote
Resource Conservation District**
An independent special district of the State of California

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1560 Berger Drive, Room 211, San Jose, CA 95112

www.rcdsantaclara.org

**JOB ANNOUNCEMENT
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Conservation Program Coordinator

Position Summary:

Guadalupe-Coyote Resource Conservation District (GCRCD) is seeking applications for a Conservation Program Coordinator. The position requires familiarity with natural resources within the San Francisco South Bay region and the ability to effectively conduct outreach to traditionally underserved members of the community. The incumbent will provide technical assistance to agricultural producers and watershed stakeholders; conduct community outreach; and provide support in the development of District projects and programs.

District Overview:

GCRCD is a non-regulatory independent special district dedicated to the conservation of natural resources within Santa Clara County. The District has an estimated service population of 300,577 and encompasses approximately 583 square miles, including the northeast and northwest areas of the County, urbanized areas within the City of San Jose, and portions of the historic Coyote Valley. The District is regulated by Division 9 of the California Public Resources Code, and governed by a five-member volunteer Board of Directors. Its mission is to provide educational and technical assistance to constituents and watershed stakeholders to sustainably manage soil, water and wildlife with the best available science.

Summary of Duties and Responsibilities: Under the direction of the Executive Director, the employee will 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 Executive Director.

Desired 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 seasons. Accommodations may be considered depending on the specific assignments for the position.

Position Information:

The Conservation Program Coordinator position is budgeted for 40 hours per week, although a 30- to 39-hour work week is negotiable, depending on the qualifications and availability of the applicant. Employee hours are flexible, but are anticipated to be scheduled Monday through Friday, in between the hours of 7:30 a.m. and 5:30 p.m., although after-hours and weekend work may occasionally be required. The employee will be provided onsite workspace at the District's offices in San Jose, but also may be authorized to work remotely, depending on the specific tasks assigned. The successful applicant will be asked to provide documentation indicating they are legally eligible to work in the United States.

Compensation:

The salary for this position is \$40.00 per hour. The District provides annual leave and paid holidays; it also is currently upgrading its employee benefit package to include health insurance, deferred compensation, and/or cash in-lieu of benefits.

To Apply:

Submit a cover letter, resume, writing sample and a minimum of two (2) professional references to Executive Director Stephanie Moreno at gcrd@gcrd.org . Applications received by midnight on Friday, November 4, 2022, will be reviewed for consideration for the first round of interviews. This position will be open until filled.

GCRC is an equal opportunity employer, and conducts its business on a non-discriminatory basis, without regard to race, creed, color, caste, national origin, ancestry, sexual orientation, political affiliation or beliefs, religion, gender, gender identity or gender expression, age, physical and invisible disability, medical condition, marital status or pregnancy (as those terms are defined by the California Fair Employment and Housing Act – Government Code Section 12900-12996). Diversity, equity and inclusion are key components of the District's strategic planning and programmatic work; more information can be found on our website at <https://www.rcdsantaclara.org/diversity-equity-and-inclusion> .