



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

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[www.rcdsantaclara.org](http://www.rcdsantaclara.org)

**JOB ANNOUNCEMENT**  
**Conservation Program Manager**

**Position Summary:**

Guadalupe-Coyote Resource Conservation District (GCRC) is seeking applications for a highly motivated Conservation Program Manager for soil, water and wildlife habitat conservation projects and programs in Santa Clara County. This position requires familiarity with local resource concerns within the South Bay Area region. The incumbent will provide conservation services to agricultural producers, landowners, and other watershed stakeholders, and support District project and program development. Experience conducting outreach and providing technical assistance to traditionally underserved groups is desirable.

**District Overview:**

The District is a non-regulatory independent special district and public agency dedicated to the conservation of natural resources within Santa Clara County. The District has an estimated service population of over 300,000 and encompasses approximately 583 square miles, including unincorporated areas in northern Santa Clara 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 is 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, develop, implement and manage one or more District natural resource conservation programs. Specific tasks may include:

- Plan and implement natural resource conservation projects on public or private lands in collaboration with other District staff, the Natural Resources Conservation Service (NRCS), agricultural producers, landowners, permitting agencies, funders, consultants and contractors.
- Provide ecological perspective and oversight during the development and implementation of programs and projects.
- Collaborate with agricultural producers, landowners, partners, government agencies and other watershed stakeholders to identify and prioritize resource goals and projects.
- Oversee monitoring activities, including but not limited to, photo, biological, and archaeological monitoring.
- Manage communications between project partners and stakeholders.
- Adhere to contract funding terms and conditions.
- Conduct outreach and build relationships with stakeholders and community groups.
- Assist the Executive Director in identifying funding opportunities, including the development of new grant opportunities, mitigation programs, and fee-for-service opportunities.
- 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:* Background in one or more scientific fields related to natural resource conservation, including but not limited to agronomy, biology, botany, ecology, forestry, geology, soils, water and wildlife. Working knowledge of local resource concerns and the ability to perform conservation planning and oversee project implementation. Experience conducting outreach and providing technical assistance to traditionally underserved groups is desirable.

*Training:* Bachelor's degree or higher in a field relevant to agriculture, environmental science or natural resource management. Relevant degrees include but are not limited to Agronomy, Biology, Botany, Ecology, Environmental Management, Forestry, Geology, Hydrology, Soil Science, and Zoology. Directly related experience may be substituted for the college requirement on the basis of one and one-half years of experience for one year of education to a maximum of four years.

*Special Requirement:* Some positions include field work in the assigned job duties. Those employees who have been assigned field work will be responsible for providing their own transportation to the sites, some of which may be in rural areas without public transportation, and they will be required to hold an appropriate, valid California driver's license and maintain auto insurance. They also must have the physical ability to work in the field (climbing in and out of streams, lifting, carrying supplies and equipment, planting, etc.) during all seasons.

**Position Information:**

This position is a newly approved part-time permanent position. Hours of work will vary but are expected to average 20 hours per week. Due to the pandemic, District employees are temporarily working remotely, but field work will be required. The successful applicant will be asked to provide documentation indicating they are legally eligible to work in the United States.

**Compensation:**

The salary range for this position is \$30.00 to \$40.00 per hour, depending on qualifications. The District is currently reviewing its employee benefit packages and the updated information will be provided during interviews.

**To Apply:**

Submit a cover letter, resume, and writing sample to the Executive Director at [gcrd@gcrd.org](mailto:gcrd@gcrd.org) . Applicants selected for interviews will be asked to provide professional references at the time of their interview.

**Deadline:**

This position is open until filled. Applications received by midnight on January 3, 2022 will be reviewed for consideration for the first round of interviews, which are expected to be scheduled during the week of January 10, 2022, via Zoom. For more information, please contact the Executive Director via email.

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*The District is an equal opportunity employer, and conducts its business on a non-discriminatory basis, without regard to race, creed, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, sex, age, physical handicap, medical condition, marital status or pregnancy (as those terms are defined by the California Fair Employment and Housing Act – Government Code Section 12900-12996). Additionally, the Board has adopted an Environmental and Social Justice Policy to ensure diversity and environmental justice are key components of the District's strategic planning and programmatic work.*