



# Humboldt County Resource Conservation District

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## Positions Announcement

### Forest Health & Wildfire Resilience Project Coordinator

The Humboldt County Resource Conservation District (HCRCD) is a Special District established by popular vote in 1987. The HCRCD is funded primarily by grants and contracts and implements a range of habitat and agricultural restoration and enhancement projects throughout the County. HCRCD has a close working relationship with agency, nonprofit partners, and private forest landowners to implement forest health and wildfire prevention projects and programs. HCRCD currently holds multiple grant agreements to plan for and implement landscape-scale projects as part of the HCRCD's Forest Health & Wildfire Resilience program. More information on HCRCD and the Forest Health & Wildfire Resilience program can be found at <http://humboldtrcd.org/>.

The Project Coordinator will work collaboratively with the HCRCD Executive Director and staff, partner agencies and nonprofits, landowners, contractors, consultants and others to develop, implement, obtain grant funding for, oversee, and monitor a variety of forest health and wildfire resiliency conservation projects. This is a full-time (32 to 40 hours a week), hourly position working under the supervision of the Executive Director. The employee may have an opportunity to work under a Registered Professional Forester (RPF) if the employee is pursuing an RPF license. The position includes a combination of program and project development and management; technical oversight; fieldwork; consultant and contractor coordination, management and oversight; budgeting and financial management; coordination and communication with landowners and agencies; and computer communications and reporting. HCRCD's Forest Health & Wildfire Resilience program is rapidly expanding, and this position offers an excellent opportunity for professional growth and program leadership. Funding for this position is grant-based; HCRCD has secured at least three years of funding for this position, with opportunity for continued employment provided grant or contract funds are acquired.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops landscape-scale and collaborative natural resource conservation planning projects. Builds partnerships, identifies treatment prescriptions, develops environmental compliance documents, and writes grants applications.
- Performs day-to-day project management of projects, including partner and landowner coordination activities, subcontractor oversight, contract / grant agreement management (deliverable tracking, progress reporting, invoicing and budget monitoring), and other activities as needed.
- Provides technical assistance (TA) to forestland landowners or managers and develops conservation or other management plans. Conducts natural resource assessments and inventories.

- Conducts outreach workshops or presentations with/for community groups or other organizations.
- Maintains regular communication with the Executive Director and other staff regarding status of programs and projects. Works collaboratively with Executive Director to proactively resolve issues that may arise related to District staff, programs, projects, or consultants.
- Represents the HCRCDC in a variety of settings and meetings to build partnerships and to support the mission and programs of the agency.
- Facilitates cross-program learning and collaboration among HCRCDC staff, including attending staff meetings and other periodic cross-program learning and team building opportunities.
- Performs other duties as assigned.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualification requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Qualifications**

- Possess a graduate degree (MS or higher) in forestry, fire science, ecology, or related field OR possess a Bachelor's degree in forestry, ecology, or related field AND three (3) or more years of professional experience in forest management or related field.
- Knowledge of and technical expertise in principles and methods of forest ecology or management with additional knowledge of soils, geology and hydrology, wildlife and fisheries, and other natural resources.
- Strong work ethic, the ability to work independently with minimum supervision, work cooperatively with diverse stakeholders, and take initiative.
- Excellent communication skills (including via Zoom), relationship building skills, superior writing skills, and public speaking ability.
- Demonstrated experience using spatial analysis software such as ArcGIS to create maps and documents and competency with current computer and tablet technologies, including MS Office and Zoom.
- Strong organizational skills, including ability to prioritize daily and long-term objectives and meet deadlines.
- Some experience with researching and writing grant proposals.
- Some experience working with partner agencies, other conservation groups, tribes, and/or forestry land managers.
- Ability to work independently as well as part of an interdisciplinary team.
- Ability to establish and maintain cooperative and effective working relationships with a wide range of people.
- Ability to maintain a high level of confidentiality.
- Ability to organize and prioritize workload and maintain appropriate communication with Supervisor and co-workers.

- Physically able to work in the field (hiking, lifting, carrying supplies and equipment, planting, etcetera) during all seasons and in all types of weather.
- Possess a driver's license valid in California.

**Desired Qualifications:**

- Familiarity with CEQA; NEPA; and local, state, and federal permits required for resource conservation and restoration projects.
- Knowledge of and technical expertise in Northern California forest ecosystems.
- Experience working on forestry, fire prevention and mitigation, or restoration projects.
- Experience working on large-scale planning and stakeholder engagement projects.

**WORK ENVIRONMENT:**

The primary work environment for the Project Coordinator is indoors. The main HCRCO office, located in Eureka and associated with the NRCS Eureka Field Office, is a shared workspace. However, a mix of in-person and telework is available. The noise level in the offices are usually moderate but sometimes very loud. The work environment experienced by the Project Coordinator will also include: field visits outdoors in all types of weather and terrain on public or private land, traveling alone or with others in a vehicle between project sites or to attend meetings, traveling on paved and unpaved roads in all kinds of weather and navigating using written directions or paper maps. The Project Coordinator will have limited exposure to high precarious places, toxic or caustic chemicals, vibration, and risk of electrical shock. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Limited evening and weekend work may be required. The Project Coordinator will have access to an NRCS vehicle, in coordination with NRCS Eureka Field Office staff and after successful completion of required trainings and other administrative requirements. A valid driver's license is required. The Project Coordinator may anticipate occasional use of a personally owned vehicle for work travel; approved job-related mileage is reimbursed at the Federal rate. A work laptop and cell phone will be provided.

The work environment characteristics described here are representative of those the Project Coordinator encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the Project Coordinator is required to regularly talk, hear, and see. The Project Coordinator must be able to type on a computer, write legibly, and use a phone. On a daily basis, the Project Coordinator is required to sit, stand, walk, operate a computer and other office equipment, walk on flat or uneven ground or through mud, climb, balance, stoop, bend, kneel, crouch, crawl, and lift a maximum of 40 pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SALARY, HOURS, AND COMMENCEMENT OF WORK:**

The Project Coordinator is a full-time position (hourly) with the option to set a schedule for 32 – 40 hours per week. Salary will be commensurate with experience and qualifications, ranging from GS9/11 equivalent of \$22.74 – \$27.30 per hour. Benefits package includes health plan and generous PTO and Sick Leave. Position is subject to a 3-month introductory period.

**APPLICATION INSTRUCTIONS**

The Position is open until filled. Application review will begin immediately and will continue until the position is filled. To apply, please provide a cover letter, resume, contact information for three references, and a completed Humboldt County RCD Application For Employment (downloaded from [http://humboldtrcd.org/about\\_us/employment\\_opportunities](http://humboldtrcd.org/about_us/employment_opportunities)).

Applications may be sent electronically to Executive Director Jill Demers at [jillhcrd@gmail.com](mailto:jillhcrd@gmail.com)

The HCRC is an equal opportunity employer.