



Humboldt County Resource Conservation District

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Job Announcement Project Coordinator (Agricultural Enhancement)

Background: The Humboldt County Resource Conservation District (HCRCD) is a Special District established through the County by popular vote in 1987. The HCRCD is a highly collaborative and dynamic organization; its interdisciplinary team of 10 employees plan for and implement a range of watershed restoration, forest health and wildfire resilience, and agricultural programs and projects. The HCRCD is funded primarily by grants and contracts. HCRCD has a close working relationship with the USDA Natural Resources Conservation Service (NRCS) Eureka Field Office, other north coast Resource Conservation Districts, University of California Cooperative Extension, and private landowners to implement climate-smart agriculture and landscape-scale forest health and wildfire prevention projects and programs.

Current HCRCD agricultural enhancement projects include developing and implementing conservation and carbon farm plans for Humboldt County farms and ranches and providing project management and technical assistance to the local NRCS Eureka Field Office

Position Overview: The HCRCD Agricultural Enhancement program works with landowners and land managers in the dairy, range and row crop industries to promote climate resilience, drought resilience, soil health conservation, and native habitat restoration. The Project Coordinator will be required to work collaboratively with HCRCD staff, partner organizations, agency staff, consultants, and landowners. Specific position activities will vary depending on the funding source and contract requirements, but essential duties include a combination of technical plan development, technical trainings, fieldwork, technical assistance to NRCS Eureka Field Office, and partner coordination. The position is full-time, hourly working under the supervision of the Program Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Works cooperatively and respectfully with HCRCD staff, landowners, contractors, and agency personnel to plan for, implement, and monitor soil conservation, habitat enhancement, and water resource projects
2. Develops agricultural plans, including Conservation and Carbon Farm Plans, Soil Health Management System Plans, and others
3. Actively engages in the North Coast Soil Hub (www.soilhub.org)
4. Provides technical assistance to landowners and land managers through NRCS Eureka Field Office
5. Conducts soil sampling and testing of water, forage, and other substances as required and in conformance with established testing protocols; conduct additional fieldwork and monitoring as required
6. Plans education and outreach events, including workshops (virtual and in person)
7. Assists local farmers and ranchers in applying for funding to implement conservation practices through NRCS and CDFA programs, and others as applicable
8. Performs a wide range of professional and administrative duties associated with grant management in coordination with Program Manager

9. Uses GPS and ArcGIS to generate project-site maps and use published soil surveys and other resources for data required in projects and agricultural plan development
10. Generates content and posts regularly to social media sites, updates the website, develops e-newsletters, and generally supports other outreach tasks for the organization
11. Participates in technical advisory groups on soil health and agriculture projects
12. Understands, interprets, applies and explains technical guidance documents, rules, regulations, policies and procedures, as needed.
13. Assists with preparation of reports on project activities for HCRC staff and federal, state and local agencies, and others as appropriate.
14. Works with the NRCS conservation and planning staff as needed for project planning, development, and implementation.
15. Assists with grant applications.
16. Establishes and maintains complete project files including correspondence, reports, data, etc. to comply with HCRC systems and program audit requirements.
17. Exercises good judgment and maintain confidentiality in all communications.
18. Attends trainings or other meetings as required or directed.
19. Completes 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.

Required Minimum Qualifications

- Bachelor’s degree or higher with focus on environmental studies, agronomy, natural sciences, resource management, watershed science, conservation planning, or related field.
- Three or more years professional experience; advanced education beyond a Bachelor’s degree may be considered as additional work experience.
- Knowledge of and technical expertise in:
 - principles and methods of natural resources, rangeland or forest ecology or management, watershed restoration, agronomy and related fields;
 - techniques and equipment to conduct resource inventories;
 - local working landscapes and associated natural resources (e.g. soils, plants, carbon, air, water, fish, forestry, wildlife); and
 - California agricultural production systems, including crops, production methods, and resource concerns, ideally with experience relevant to north coast agricultural products and communities.
- Demonstrated proficiency with ArcGIS; GPS systems; Microsoft Office including Word, Excel, and PowerPoint and familiarity and experience with a variety of office machines and equipment including computer and printer, calculator, fax, copier and other equipment as assigned.
- Experience and familiarity with field monitoring protocols.
- Excellent communication skills including speaking, listening, and writing. Ability to understand and follow oral and written directions.
- Excellent interpersonal skills and the ability to establish and maintain cooperative, respectful, and effective working relationships with people with diverse interests and temperaments.

- Highly organized and motivated self-starter with the ability to prioritize and work independently as well as part of a team.
- Physically able to work in the field (hiking across farms and rangeland, lifting, carrying supplies and equipment, planting, etcetera) during all seasons.
- Ability to exercise good judgment and maintain confidentiality in all communications.
- Ability to drive off-road vehicles.
- Ability to pass a federal background check.
- Valid California driver's license, clean driving record, and current auto insurance.

Desired Qualifications:

- Conservation and/or agricultural planning experience.
- Knowledge of local flora and fauna and/or soils.
- Familiarity with local, state, and federal permits required for resource conservation and restoration projects.
- Experience working with other conservation groups and/or agricultural land managers.
- Experience with grant writing.
- Experience writing technical reports.

WORK ENVIRONMENT:

The main HCRCD office is located in Eureka with a satellite office in McKinleyville. The Project Coordinator may work out of either or both offices, depending on staffing and project requirements. The Project Coordinator also works in a variety of field locations and private properties throughout Humboldt County and in other offices and locations as needed such as the local Eureka NRCS Field Office. The work environment experienced by this position may include: working in a shared office space; working outdoors in weather and on terrain of all types, including adverse terrain; and traveling alone or with others in a vehicle between project sites or meetings. The noise level in the offices are usually moderate but sometimes very loud. The Project Coordinator may work with or near mechanical parts, equipment, construction tools, and machinery. The Project Coordinator may work in direct proximity to unrestrained livestock and around electrified fencing. This position will have limited exposure to high precarious places, toxic or caustic chemicals, vibration, and risk of electrical shock. The noise level in the environment at times may be moderate.

Limited evening and weekend work may be required. A valid driver's license and proof of insurance is required as well as the use of a private vehicle for work. The Project Manager 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 an employee may encounter 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, see and smell. On a daily basis the employee is required to sit, stand, walk on flat or uneven ground or through mud, climb, balance, stoop, kneel, bend, crouch, or crawl. The employee may be required to lift

up to approximately 40 pounds and maneuver around farm and construction sites. The employee in this position must have the ability to reach with hands and arms and to use their hands or fingers to handle, grasp and feel. Employees in this position occasionally use a shovel or other hand tools.

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:

Final compensation will be commensurate with applicable experience, between \$26 – 30.87 to start. This is a full-time, hourly position and expected to be up to 40 hours/week with some flexibility possible in the work schedule. Benefits package includes health plan and generous PTO and Sick Leave. Position is subject to a 3-month introductory period.

The HCRCDC is an equal opportunity employer.

APPLICATION INSTRUCTIONS:

Position is open until filled. Application review will begin immediately with first round of interviews anticipated to start May 20, 2024. To apply, please provide a cover letter, resume, contact information for three references, and a completed HCRCDC Job Application (downloaded from <https://humboldtrcd.org/about/employment-opportunities/>) to Executive Director Jill Demers at jill@hcrccd.org.