



Humboldt County Resource Conservation District

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Job Announcement Project Coordinator (Watershed Restoration)

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 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 watershed projects include the Salt River Ecosystem Restoration Project, Russ Creek and Centerville Restoration Project, White Slough Wetland Enhancement Project, and the Wadulh Lagoon (Mad River Slough) Tidal Enhancement Project. Multiple riverine and erosion control projects are in development.

Position Overview: The HCRCD watershed program partners with landowners, land managers, agency representatives, tribes, and other stakeholders in estuarine, riverine, and larger watershed projects to promote climate resilience, drought response, and native habitat restoration. The Project Coordinator works collaboratively with staff, landowners, contractors, consultants and others to assist with environmental compliance and permit coverage, implement, obtain grant funding for, coordinate, and monitor HCRCD's watershed projects. This is a full-time position working under the supervision of the Watershed Program Manager. The position includes a combination of project development and management; technical report development; fieldwork; consultant and contractor coordination; grant writing and grant management; coordination and communication with landowners and agencies; and computer communications and reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Works cooperatively and respectfully with HCRCD staff, landowners, contractors, and tribal and agency personnel to plan for, implement, and monitor watershed restoration and habitat enhancement projects
2. Works with landowners and others to conduct resource inventories and assessments, responds to requests for information and assistance, provides construction oversight, and assists with monitoring a wide variety of natural resource conservation, soil health, erosion control, and water quality improvement projects.
3. Develops technical documents, such as annual monitoring report; provides technical review of environmental compliance documents, permit applications, design plans, and construction-related documents; and oversees implementation of practices to ensure that all work meets technical standards and specifications.
4. Conducts field surveys and monitoring, sampling and testing of water, and other substances as required and in conformance with established testing protocols.

5. Understands, interprets, applies and explains technical guidance documents, rules, regulations, policies and procedures, as needed.
6. Performs a wide range of professional and administrative duties associated with grant management in coordination with Program Manager
7. Maintains regular communication and coordination with NRCS staff as needed and coordinates HCRCD work with NRCS activities and technical assistance, as appropriate.
8. Identifies funding opportunities, coordinates the development of project proposals, and writes grant proposals for future project work.
9. Establishes and maintains complete project files including correspondence, reports, data, etc. to comply with HCRCD systems and program audit requirements.
10. Exercises good judgment and maintains confidentiality in all communications.
11. Coordinates and assists with outreach activities and educational workshops.
12. Attends trainings or other meetings as required or directed.
13. Prepares documents, as needed, for District meetings.
14. 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:
 - principles and methods of natural resources, fish and wildlife habitat, ecology, watershed restoration, 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).
- Experience working with agricultural land managers, partner agencies, and other conservation organizations.
- Demonstrated proficiency with developing technical reports, and/or grant applications.
- 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 habitat and water quality assessments and other 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 a variety of 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

- Knowledge of local flora and fauna and/or soils.
- Experience planning or implementing watershed and/or habitat enhancement projects.
- Experience working on multi-stakeholder collaborative planning processes.
- Experience supervising heavy equipment contractors and work crews.
- 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 un-restrained 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 private vehicle for work. 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 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 HCRCD 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 HCRCD Job Application (downloaded from <https://humboldtrcd.org/about/employment-opportunities/>) to Executive Director Jill Demers at jill@hcrcd.org.