



Humboldt County Resource Conservation District

5630 South Broadway Eureka, CA 95503
(707) 442-6058 Ext. 5 | info@hcred.org

Job Announcement **Project Assistant**

Employer: Humboldt County Resource Conservation District (HCRCD)
Work Location(s): Main work location is anticipated to be HCRCD's main Eureka office. Field sites are throughout Humboldt County.
Position: Season (Temporary), Full Time, 40 hours per week. Anticipated end of term is mid-October 2025, with potential for extension

Background

The Humboldt County Resource Conservation District (HCRCD) is a Special District that works to implement a range of agricultural enhancement and habitat restoration projects to improve and protect natural resources and wildlife habitat on private and public lands. HCRCD has entered into a partnership with the California Department of Transportation (CalTrans) to maintain and monitor restored native vegetation mitigation sites in Humboldt County.

Position Overview:

The Project Assistant will be part of a small field crew performing vegetation maintenance, monitoring, and reporting activities on CalTrans mitigation sites and performing other ecological restoration activities associated with habitat restoration and agricultural sites across Humboldt County. Working primarily outdoors, this role involves labor-intensive tasks such as planting, invasive species control, and compliance monitoring to meet success criteria.

As part of a collaborative team, the Project Assistant is expected to contribute to a positive and supportive work environment, working closely with their crew to accomplish tasks efficiently and safely. Safety and making sound decisions in the field will be the highest priority for this role.

The Project Assistant will be working on current CalTrans mitigation project sites throughout Humboldt County. All mitigation sites have been planted with native vegetation and require maintenance that includes weeding, mowing, watering, plant replacement, and mulching. Some sites include additional activities including planting of native vegetation, vegetation clearing of select trees and branches, and other field work activities. Monitoring activities include performing upland and wetland vegetation monitoring and photo monitoring. Monitoring training will be offered to the selected applicant.

This position is a full-time, seasonal position working under the supervision of the Agricultural Enhancement Program Manager. The Project Assistant will receive daily direction, training, and field guidance from a Project Coordinator, who will serve as the field lead. The position is

anticipated to conclude in mid-October 2025, with potential for extension if workload and weather conditions allow.

Essential Duties and Responsibilities

1. Planning and Collaboration (5%)

The Project Assistant reports to the Agricultural Program Manager and takes daily direction and guidance from the Project Coordinator, who serves as the lead and primary representative in the field. The Project Assistant will need to meet regularly (in-person) and communicate regularly via cellular phone or text with various HCRCDC employees and agency representatives to ensure that fieldwork priorities are met.

2. Equipment Maintenance (5%)

Assist with the maintenance of HCRCDC's restoration equipment and vehicles. Typical work includes conducting regular equipment maintenance. Anticipated equipment includes vehicles, brush cutters/weed whackers, water pumps, chainsaws, trailers, ATVs, PPE, etc.

3. Safety Program (5%)

The Project Assistant will participate in the HCRCDC safety training program to ensure they are properly trained to operate restoration and maintenance equipment and to take necessary safety precautions at each work site. Time will be allocated specifically for training, including comprehensive safety sessions, to prepare the Project Assistant for their role and ensure safe work practices.

4. Restoration Field Work (85%)

The Project Assistant will work as part of a field crew to support restoration and maintenance activities, contributing to the successful achievement of project goals. Typical tasks include planting, mowing, controlling invasive weeds, installing and operating irrigation systems, vegetation clearing, attending training sessions, and participating in annual monitoring activities. The Project Assistant will be actively involved in hands-on fieldwork and trained to perform tasks safely and efficiently in accordance with project guidelines.

5. Other Duties

Other duties as may be assigned.

Applicant 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

- Must have a high school diploma or equivalency.
- Knowledge of and understanding of:
 - Restoration and vegetation maintenance techniques.
 - Maintenance of restoration maintenance equipment (e.g. brush cutters, shovels, water pumps, etc.)

- Proficient interpersonal skills and the ability to establish and maintain cooperative, respectful and effective working relationships with others.
- Ability to work independently and as an effective member of a team.
- Good communication skills including speaking, listening and writing.
- Ability to understand and follow oral and written directions.
- Ability to exercise good judgment and maintain confidentiality in all communications.
- Ability to assess risk and make safe decisions.
- Ability to work with a variety of people with diverse interests and temperaments.
- Physically able to conduct restoration work in the field during all seasons and in inclement weather. Includes lifting, carrying supplies and equipment, and planting; see Physical Demands below.
- Must possess a valid California Class C driver's license, a vehicle in good working order, and proof of adequate vehicle insurance. Approved job-related mileage is reimbursed at the State rate.

Desired Qualifications

- A bachelor's degree with a focus on environmental studies, natural resource management, watershed science, conservation planning, or related field; a combination of education and equivalent professional experience may be considered.
- One or more years of professional experience
- Knowledge of local native vegetation
- Experience working with other conservation groups
- Proficiency with ArcGIS and GPS
- Experience driving 4x4 trucks, pulling trailers, and/or driving ATVs
- Creativity, sense of humor, "can do" spirit, collegiality, flexibility, strong desire to learn.

Work Environment

The office locations for this position are based in Eureka, the main office, with additional office work and coordination occurring in McKinleyville, CA. Field work will take place in a variety of field locations. The work environment experienced by this position may include working along California Highways and other roads; 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; and working in a shared office space. The Project Assistant will work with or near mechanical parts, equipment, power tools, and other machinery. The Project Assistant 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 to high.

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 Assistant 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 occasionally lift up to 50 pounds, push or pull up to 40 pounds and frequently will need to maneuver around outdoor sites. Employees in this position frequently use hand tools and gas-powered equipment such as weedwhackers.

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.

Wages, Hours and Commencement of Work

The starting wage range for this position is \$22.00 – \$24.26 an hour dependent on experience. The successful candidate will work up to 40 hours a week. The successful candidate should be able to start work by early to mid May.

Application Instructions

To apply, email a PDF cover letter, resume, [HCRC D job application form](#) with three or more references to Jill Demers, Executive Director: jill@hcrd.org. Please title email: "Project Assistant" Application materials may also be hand-delivered or mailed to Humboldt County Resource Conservation District, 5630 South Broadway, Eureka CA, 95503. Applicant review will begin the week of April 21, 2025 and continue until a qualified candidate is selected.