



Humboldt County Resource Conservation District

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Job Announcement **Project Coordinator (Agricultural Enhancement)**

Employer: Humboldt County Resource Conservation District (HCRCD)
Work Location(s): Main work location is anticipated to be either HCRCD's Eureka or McKinleyville offices. Field sites are throughout Humboldt County.
Position: Full-time or Part-time, up to 40 hours per week; Full benefits if applicable

BACKGROUND:

The HCRCD is a highly collaborative and dynamic organization; its interdisciplinary team of 14 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, nonprofits, and private landowners to implement climate-smart agriculture and landscape-scale ecosystem restoration projects and programs.

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

More information on HCRCD can be found at <http://humboldtrcd.org/>.

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 work collaboratively with HCRCD staff, partner organizations, agency staff, consultants, and landowners. The Project Coordinator will be primarily developing conservation farm plans under a NRCS Regional Conservation Partnership Program (RCPP) subaward; 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, however part-time employment may be considered.

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)
5. Provides technical assistance to landowners and land managers

6. 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
7. Assists local farmers and ranchers in applying for funding to implement conservation practices through NRCS and CDFA programs, and others as applicable
8. Works with the NRCS conservation and planning staff as needed for project planning, development, and implementation.
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
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. Performs a wide range of professional and administrative duties associated with grant management in coordination with Program Manager
13. Assists with preparation of reports on project activities for HCRCD staff and federal, state and local agencies, and others as appropriate.
15. Assists with grant applications.
16. Establishes and maintains complete project files including correspondence, reports, data, etc. to comply with HCRCD systems and program audit requirements.
17. Assists in planning education and outreach events, including workshops
18. Assists in generating content and posts regularly to social media sites, updates the website, develops e-newsletters, and generally supports other outreach tasks for the organization
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.

Eligibility Criteria:

Required Minimum Qualifications

- Possess a Bachelor's degree in 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 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 forest lands, 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, specifically utilizing NRCS planning standards.
- 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 primary work environment for this position is indoors. 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 NRCS Eureka Field Office. The work environment experienced by this position may include: working in a shared office space; working outdoors in inclement weather and on terrain of all types, including adverse terrain; traversing field sites by foot or in an ATV or UTVs; traveling alone or with others in a 4 x 4 vehicle between project sites or meetings; and working in a shared office space. 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. After successful completion of required trainings and other administrative requirements, this position will have access to HCRCD vehicle(s) or an NRCS

vehicle, in coordination with NRCS Eureka Field Office staff. 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 this position 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, use a shovel and other hand tools, lift a maximum of 40 pounds and maneuver around forest, farm, and construction sites. 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:

Final compensation will be commensurate with applicable experience, between \$28 – \$34.03/hour to start. This is an at-will, full-time or part-time position and expected to be up to 40 hours/week with some flexibility possible in the work schedule. Benefits package includes health plan for full-time employees and generous PTO and Sick Leave. Position is subject to a 3-month introductory period.

The HCRCDD is an equal opportunity employer.

APPLICATION INSTRUCTIONS:

To apply, email a cover letter, resume, three or more references, and a completed HCRCDD [Job Application Form](#) to Jill Demers, Executive Director at jill@hcrdd.org. Please title email: "Project Coordinator Job Application". Application review will begin immediately with the first round of interviews anticipated to start December 15th, 2025. The ideal start date will be in January 2026. Application period is open until position is filled.