



MODOC RESOURCE CONSERVATION DISTRICT

221 W 8th St
Alturas CA 96101
(530) 233-4137 x 115

GRANTS PROJECT MANAGER

BACKGROUND

The Modoc Resource Conservation District (MRCD) is looking for a temporary part-time **Grants Project Manager** to facilitate grant project planning and implementation. RCD's throughout California serve as local hubs for natural resource conservation. RCD's assist in connecting community members with the technical, financial, and educational assistance they need to conserve and manage natural resources. RCDs help landowners, land managers, government agencies, and others to voluntarily protect, restore, and enhance natural resources on both private and public lands.

POSITION

This position will work hand-in-hand with members of the public, federal, state, and local agencies. An ideal candidate has a desire and drive to improve local conservation and land stewardship throughout Modoc county for long term sustainability. This position will work closely with local stakeholders and partners to identify priority projects. This position will require local knowledge and require frequent and sometimes independent work outdoors in rural out of service areas. Field visits may require operating a district 4X4 vehicle or OHV.

The position is a *temporary* part-time not to exceed 40 hours a week with potential for long-term full-time employment and advancement if supported by successful opportunities through grant writing through additional contracts and/or fee for service endeavors.

TYPICAL DUTIES AND RESPONSIBILITIES

- Resource inventory and/or field mapping. This can include GPS mapping, field soil sampling, site evaluation, water sampling, data recording, vegetation monitoring for planning and practice implementation.
- Manage contracts between partners, subcontractors, consultants, and stakeholders.
- Evaluate potential project sites for current and future projects.
- Oversee grant project planning and implementation progress.
- Oversee contract crews and consultants on project sites.
- Manage project budgets and funding.
- Develop and write environmental assessments such as CEQA/ NEPA or permitting as necessary.
- Prepare outreach, educational materials and/or district reports for local events. This can include site tours, field visits, and community events.
- Present on current goals of MRCD and associated grant tasks and deliverables to board of directors at monthly meeting.
- Prepare and assist with grant reports.
- Assist and report to MRCD Executive Director to achieve overall RCD goals and grant deliverables.
- Attend training and educational events as appropriate.

APPLICANT QUALIFICATIONS

The MRCD is seeking a person who desires to learn new skills, is a team player, creative, and enjoys working and communicating with landowners and community members. Successful applicants will be flexible and will have experience in forestry or equivalent experience in the natural resource field. Telework may be permitted with approval from the executive director.

MINIMUM QUALIFICATIONS

- Bachelors degree *and* equivalent professional experience focused on forestry, hydrology, ecology, natural resources, wildlife biology, agricultural science, watershed science, or environmental studies.
- Valid California driver's license, clean driving record, and current auto insurance.
- Strong communication skills and computer skills (*Word, Excel, PowerPoint, Avenza, ARCGIS*).
- Strong organizational, time management skills, and attention to detail.
- Comfortable with public speaking, outreach, and education.
- Motivated self-starter with the ability to work independently, problem solve, with a strong desire to learn.
- Physically able to work in the field (in various often rough terrains, over/under fences, hiking, lifting, carrying supplies and equipment, planting, etc.) during all seasons and often independently.
- Familiar with local resources, landscape, agriculture, geography, watersheds, critical habitat, threatened or endangered species, and plant identification.

DESIRED QUALIFICATIONS

- Knowledge of Modoc County natural resources
- Familiarity with local ecology and agriculture.
- Proficiency with mapping services such as ArcGIS and using a GPS
- Strong outdoor skills
- Familiar with CEQA, NEPA, and environmental permitting
- Understanding of grant management and local resource agencies
- Knowledge of Resource Conservation Districts, NRCS

COMPENSATION

Starting pay is \$32-38 (DOE) per hour with an increase in 12 months with favorable job performance. Benefits paid time off (PTO) including sick and holiday upon meeting MRCD's employment and time requirements. In addition, this position offers a flexible schedule with the ability to work remotely in a fun, fast-paced, positive environment.

APPLICATION INFORMATION

To apply, email a cover letter, resume and three or more references to Elyse Blaker, Executive Director: elyse.mrcd@gmail.com. Applications will be accepted until position is filled. The RCD is and equal opportunity employer. Candidates reflecting the social diversity of California are strongly encouraged to apply.