

## Butte County Resource Conservation District Conservation Project Coordinator



The Butte County Resource Conservation District is a rapidly growing conservation organization that makes conservation easier for farmers, ranchers, landowners and land management agencies. We are a special district working to help people help the land across the unincorporated areas of Butte County, California. And we're looking for a dynamic individual with great communication skills to join our team.

The applicant should relish doing varied work (including both office and field work), be able to work independently as well as contribute to a team, and have a passion for project development. Most of all, the applicant should be passionate about improving the health of Butte County's forests, rivers and agricultural lands – by using collaboration and the best available science.

Over time, the incumbent will gain significant responsibility for overseeing several grants and contracts. The ability to track multiple projects at once is key. Some training will be provided.

### Hours and compensation

Compensation is competitive and based on experience as well as performance. Hours are flexible and largely set by the incumbent based on project demands; depending on the project, it is possible to work from home at times.

### Qualifications

The following skills are desired:

- Preparing environmental compliance documents under the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). This includes writing clear and effective categorical exemptions, negative and mitigated negative declarations, and EIRs, as well as conducting the scoping and public notification processes. You will be doing CEQA/NEPA primarily on vegetation management and erosion control projects – not on urban planning or development.
- Grant writing and project development. (Experience developing and funding **erosion control** projects is a plus.)
- Project management including supervising and coordinating numerous part-time specialists/subcontractors and coordinating with clients including federal, State and local agencies
- Experience with public outreach and running community meetings
- Efficiently invoicing, billing, and tracking hours and projects
- Familiarity with Microsoft Office, Google suite of software, and preferably also Quickbooks
- Experience working for a Board of Directors governed by the Brown Act is strongly preferred.
- A field skill, such as field botany, nesting bird surveys, arborist certification, vernal pool surveys, etc., is a plus
- Experience with the Public Contracting Code and Prevailing Wage is a plus.

- Efficiency in ArcMap or equivalent GIS software is a plus
- Prescribed fire experience a plus
- First Aid and CPR training is a plus

This position requires some field visits, which expose the incumbent to extremes of temperature, uneven ground, and other outdoor hazards. The position requires the incumbent to lift up to 40 pounds occasionally.

**This position will remain open until filled.**

To apply, send a cover letter and resume to the Board of Directors: [bcrcd@carcd.org](mailto:bcrcd@carcd.org). We can't wait to meet you!