



Job announcement - Forest Project Coordinator

Background

The California Association of Resource Conservation Districts (CARCD) is a 501c3 non-profit organization serving the 95 Resource Conservation Districts (RCDs) throughout the State. Our organization works as a hub to strengthen and support a powerful statewide network of local RCDs, so they can assist communities across California in caring for our land, water, soil, air, and other natural resources. CARCD and the RCDs offer effective, locally-governed, non-regulatory ways to meet our communities' natural resource needs and challenges, at any scale from local to statewide.

Summary of position

CARCD is seeking a motivated and creative conservation professional to assist RCDs in meeting the next generation of conservation challenges. The ideal candidate will have an interest in conservation and forest management, be willing and eager to take on multiple tasks as part of a team, enjoy working both with others and independently, and will have strong communication skills. We are looking forward to meeting our new team member!

The Project Coordinator must enjoy working in partnership with other staff members on multiple, dynamic projects within our Forestry Program. These programs address climate change through natural and working lands' solutions conducted by local RCDs. CARCD's programs are nested in the vision of California's climate change priorities. This Project Coordinator will play an important role in the success of the projects relating to the forest resilience, forest biomass utilization, and forestry capacity building.

Position Responsibilities

Project Coordination: ~75%

- As part of a team, help coordinate 2-3 grant projects. Ensure the contracted objectives and deliverables are achieved effectively and efficiently.
- Collaborate with the internal CARCD team and partner stakeholders to facilitate work at the local level.
- Help grow and organize our forestry networks of partners.
- Participate with CARCD and RCD capacity building efforts, including integration of diversity, equity and inclusion into program frameworks.
- Aggregate resources in support of grant projects, potentially including: informational guides, videos, learning opportunities, etc.
- Develop public facing outreach communications and materials for various audiences such as: policy makers, forest landowners, or member RCDs. Example communications may include: case studies, informational guides, fliers, and videos.
- Help prepare project reports for grant projects as needed.

Miscellaneous Support: ~25%

- Assist CARCD teammates with support tasks as needed.
- Prepare and assist with grant applications.
- Contribute to the success of CARCD's Annual Conference.



Required Qualifications

- B.S. or B.A. in Conservation, Biology, Natural Resources, Forestry, or other related degree
- OR at least three years of professional and/or volunteer experience in a related field
- Appreciation for the diversity of California's local communities and general knowledge of conservation opportunities and challenges
- Proficiency with Microsoft Office and Google Suites
- Strong written and verbal communication skills
- Strong interpersonal and problem solving skills
- Ability to work effectively both in team settings and individually
- Ability to be productive while being flexible, self-starting, and working independently
- Excellent organizational skills, including ability to set priorities, manage time, work under pressure, and assist with multiple projects while meeting deadlines
- Creativity, sense of humor, "can do" spirit, collegiality, flexibility, strong desire to learn
- Desire and ability to work with a diverse community of people and staff members
- Ability to travel within California on a limited basis (COVID permitting)

Desired Qualifications

- 1-3 additional years of professional and/or volunteer experience in a related field
- Knowledge of California's forest ecosystems
- Knowledge of or experience with fire ecology and management, prescribed fire, and/or timber harvest practices
- Familiarity with forest conservation practices and standards
- Familiarity with Farm Bill programs
- Media design aptitude
- Knowledge of California specific conservation
- Experience with grant writing and event planning

CARCD is committed to building an amazing and diverse team! If you do not meet the above qualifications but believe you are well suited to this position, we encourage you to apply and include your reasoning in your cover letter.

Compensation: \$20-\$22/hour based on experience, 32-40 hours a week (flexible). Health insurance benefits are available. Funding for this position is secured through December 2021, with the possibility of an extension based on future funding.

Application deadline is Sunday, February 14th at 11:59pm. The position is located in Sacramento, CA but is currently fully remote due to the COVID-19 pandemic. To apply, please send a cover letter and resume to jobs@carcd.org. For questions, please call Max at 530-350-5845

CARCD is proud to be an equal opportunity employer. CARCD is committed to creating a diverse and inclusive environment while centering equity across all aspects of our organization. We aim to identify candidates committed to these values. We encourage people of all races, ethnicities, genders, sexual orientation, age, and veteran status to apply.