



744 La Guardia Street, Building A, Salinas, CA 93905

(831) 975-7775

JOB ANNOUNCEMENT

First-round interview applications due by February 23, 2024

Position: Program Coordinator
Start Date: April 1, 2024, or sooner
Work Schedule: Part-time/Full time, flexible hours, starting at approximately 30 hours/week
Location: Salinas, CA with opportunities for remote work
Travel: Occasional field work and meetings throughout Monterey County
Pay rate: Depends on experience, \$30-37/hr plus full benefits

Summary

The Resource Conservation District of Monterey County (RCDMC) is seeking an enthusiastic and highly-organized individual to serve as Program Coordinator to support multiple watershed-focused RCDMC projects. The Program Coordinator's primary responsibility will be managing the Salinas River Stream Maintenance Program. As time, interest, and qualifications allow, the Program Coordinator will assist other RCDMC staff with project management and development. The Program Coordinator will be hired as a Regular employee of the RCD, with full benefits, and will report to the RCDMC Ecologist.

The position is expected to start at approximately 30 hrs per week, with fluctuations depending on seasonal workload. Timing of work can be flexible outside of scheduled meetings and field visits. The Program Coordinator will be based at the RCDMC office in Salinas, with possibility for remote work. Field work will comprise approximately 15% of the work schedule.

For a motivated individual interested in developing new projects, the Program Coordinator position can grow to full time and advance within a dynamic organization that is responsive to our county's natural resources needs. RCDMC's strong collaborative office environment and high regard among stakeholders and collaborators makes for a rewarding work environment, with plenty of opportunity for professional development.

Background

The Salinas River Stream Maintenance Program (SMP) is a nature-based flood risk reduction program developed collaboratively by RCDMC, the Monterey County Water Resources Agency (MCWRA), the Salinas River Channel Coalition, the Grower Shipper Association of Central California, The Nature Conservancy, the Monterey County Farm Bureau, and other entities. Landowners or growers leasing land along the river may voluntarily choose to participate in the SMP, which allows targeted vegetation clearing, sediment removal, grading, and removal of the invasive plant *Arundo donax* in select permitted areas called "secondary channels", which were designed to mimic the natural braiding of the Salinas River.

The RCD holds the programmatic permits for the SMP from the US Army Corps of Engineers, Central Coast Regional Water Quality Control Board, and California Department of Fish and Wildlife, and oversees the SMP's administration and biological monitoring and surveying.

More information about the program can be found at [RCDMC's SMP Webpage](#).

Job Duties

The Program Coordinator will coordinate Stream Maintenance Program activities in collaboration with Monterey County Water Resources Agency (MCWRA), landowners and operators, the River Management Unit (RMU) Association Board of Directors, and other RCDMC staff. The Program Coordinator will assist other RCDMC programs and may develop new projects.

Specific tasks include the following:

Stream Maintenance Program

- Promote the SMP to landowners and growers through individual meetings and through the RMU Association Board of Directors
- Assist landowners and growers in understanding permitted activities, work areas, and timelines, and coordinate field visits by existing and potential program participants
- Prepare Spring and Fall Annual Work Plans and Annual Reports for regulatory agencies
- Hire, train, and supervise RCDMC biological monitors in collaboration with Ecologist
- Schedule and coordinate pre-activity biological surveys and on-site biological monitoring by RCDMC Wildlife Biologists and biological consultants
- Conduct longitudinal profile surveys with survey equipment
- Create maps in ArcGIS Online for field data collection to track work activities
- Communicate with and attend informational and promotional field trips with state and local agencies
- Prepare budgets of program expenses for RCDMC planning purposes and grant proposals
- Review project invoices and provide progress reports to funders
- Develop contracts with environmental consultants and equipment operators

Salinas River Arundo Eradication Program

- Assist the RCDMC Ecologist with administrative aspects of the Salinas River Arundo Eradication Program as requested
- Provide invoice review and create progress reports for multiple grants and funding sources
- Assist with bid processes and contract development for consultants and contractors
- Assist with permit reporting and annual work plan preparation

Other Projects (As capacity and interest allow)

- Support development of new watershed, forest health and habitat improvement projects through grant writing, permit acquisition, and project management

As a member of the RCDMC staff team, the Program Coordinator will participate in team meetings and be expected to engage collaboratively with RCDMC staff and board in support of the RCDMC Mission.

Required Qualifications

- Bachelor's degree (or higher) in an environmental, agricultural, or biological field, or equivalent experience
- Experience managing or coordinating projects, preferably in the natural resources field and with agriculture as a focus
- Experience with or understanding of state and federal environmental permits

- Strong interpersonal skills
- Ability to be responsive to, and communicate respectfully with landowners, growers, collaborators, program participants, operators, permitting agency personnel, and other parties
- Excellent organizational skills and attention to detail
- Ability to manage and prioritize multiple tasks and meet administrative deadlines
- Understanding of Salinas Valley agriculture and natural resources challenges
- Ability to work outside in a variety of weather and conditions
- Valid driver's license
- Comfortable using ArcGIS, Microsoft Word, Excel, PowerPoint, and Outlook
- Ability to learn quickly and problem-solve
- Willingness to ask for help from supervisor, coworkers, or collaborators when needed
- Confidence balanced with humility and humor

Desired Qualifications

- Master's degree (or higher) in an environmental, agricultural, or biological field, or equivalent experience
- Knowledge of Monterey County species and ecology, particularly in riparian ecosystems
- Knowledge of ecological restoration techniques and principles
- Experience supervising employees or volunteers
- Experience preparing permit applications and reports
- Strong ArcGIS skills, ideally ArcGIS Online and Field Maps
- Experience working around heavy equipment and mechanized hand tools
- Working knowledge of field Spanish
- Current first aid certificate (can be obtained on the job)

Compensation

Pay will be commensurate with skills and experience and will start at \$30-37/hour, with full benefits including health, dental and vision plans, a 457b retirement savings program with employer contribution (max 8%), paid time off and holidays, and annual cost-of-living and performance increases.

How to Apply

Send a cover letter, resume, and a list of three references in a single document to Emily.zefferman@rcdmonterey.org. Applications are due by February 23, 2024 for the first round of evaluations.

Position is open until filled, ideally starting by April 1, 2024.

About RCDMC

The Resource Conservation District of Monterey County is a non-regulatory special district and is one of 97 RCDs in California. The RCDMC is guided by a local Board of Directors who are appointed by the County Board of Supervisors. Our mission is to conserve and improve our natural resources, integrating the public interest in environmental quality with the needs of agricultural and urban users. We are fundamentally committed to collaboration, and we partner with agencies, private landowners, non-profits, researchers, and other organizations to complete a variety of conservation and restoration projects throughout Monterey County.

Work areas include forest health and fire resilience, stream habitat improvement, water quality and erosion prevention, pollinator and wildlife conservation, and agroecology. We are dedicated to supporting local land managers' voluntary conservation efforts.

The RCDMC has a staff with a wide range of technical expertise. We share an office and work closely with the USDA Natural Resources Conservation Service in Salinas. You can learn more about us at rcdmonterey.org.

The Resource Conservation District of Monterey County is an equal opportunity employer, and is committed to creating an inclusive work environment free of discrimination and harassment. Hiring decisions are made based on candidates' qualifications without regard to race, ethnicity, national origin, religion, sex, gender identity, sexual orientation, age, genetics, or veteran, parental, or disability status.