COLUSA COUNTY
RESOURCE CONSERVATION DISTRICT

PROGRAM COORDINATOR
WILDFIRE RESILIENCY

WHAT WE ARE LOOKING FOR

We are seeking an enthusiastic and self-motivated professional who enjoys building relationships, creating partnerships, and helping communities achieve conservation goals. The ideal candidate is an excellent communicator, skilled at bringing people together around shared objectives, and capable of independently moving projects forward from planning through implementation. If you're someone who sees opportunities where others see obstacles, pays attention to the details that drive success, and is passionate about making a positive impact on natural resources and local communities, you'll thrive in this role.

BACKGROUND

The Colusa County Resource Conservation District (CCRCD) is seeking a full-time Program Coordinator (PC) to lead key components of its Wildfire Resiliency Program. Resource Conservation Districts (RCDs) across California serve as local hubs for conservation, connecting communities with the technical, financial, and educational resources needed to manage and protect natural resources. RCDs work with landowners, land managers, public agencies, and other stakeholders to voluntarily conserve, restore, and enhance natural resources on both private and public lands.

CCRCD's current initiatives span forest and vegetation management, soil health, watershed stewardship, regenerative agriculture, and natural resource education. The Program Coordinator will play a central role in building and maintaining partnerships, developing and managing projects, and supporting wildfire prevention and restoration capacity in Colusa County.

CCRCD collaborates with a broad network of partners, including the County of Colusa, California Fire Safe Council, Department of Conservation, CalFire, Natural Resource Conservation Service, UC Cooperative Extension, neighboring RCDs, local landowners, and schools.

Position Summary

The Program Coordinator (PC) will support the Program Manager in the development, implementation, and expansion of CCRCD's Wildfire Resiliency Program. The PC will work closely with state and county partners to serve as the local representative and implementor of the statewide County Coordinator program. This role also includes coordinating fire mitigation and evacuation planning, and facilitating the activities of the Colusa County Fire Safe Council.

The PC will conduct outreach to implement programs and expand their reach, especially in rural/underserved communities. They will also serve as the key county liaison, developing partnerships and ensuring effective collaboration with local communities, landowners, and land managers to address forest health and wildfire risk across the region.

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This is a full-time position (40 hours/week). The Program Coordinator will report to the Program Manager. The Program Coordinator will work closely with landowners, agency staff, and a wide range of partner organizations.

TYPICAL DUTIES AND RESPONSIBLITIES

Supporting the Program Manager, the Program Coordinator will advance the Colusa County RCD's Wildfire Resiliency Program through outreach, coordination, partnership building, and technical assistance, increasing the pace and scale of wildfire resilience projects across the county and region.

Program and Project Coordination

- Track and report on program goals, including drafting and submitting regular grant reports.
- Assist in the planning and implementation of forest health and fuel management projects, including environmental compliance, permitting, and contractor coordination.
- Lead the update and maintenance of the Colusa County Community Wildfire Protection Plan (CWPP) including distribution of the countywide Fire Emergency and Evacuation Plan among community and program partners.

Partnership Development and Regional Representation

- Represent Colusa County in the California Fire Safe Council's County Coordinator Program.
- Coordinate and align local needs with statewide program goals.
- Work closely with CAL FIRE LNU to align local planning, develop shared outreach materials, and enhance interagency coordination.
- Build and sustain relationships with local, state, and federal fire agencies, neighboring RCDs, and conservation partners.

Fire Safe Council and Community Engagement

- Facilitate and conduct all official meetings in compliance with the California Brown Act.
- Provide administrative and strategic support to the Colusa County Fire Safe Council, including stakeholder coordination and long-term planning.
- Hold meetings at least three times a year to discuss funding opportunities, project priorities, and local needs, and to strengthen the Council.
- Create an agenda that may include relevant guest speakers and presentations that enhance the knowledge and skills of the Fire Safe Council.
- Manage Fire Safe Council agendas, minutes, member and officer coordination, and bylaws compliance.
- Execute the council's decisions on program and project direction.
- Present project goals and updates to the Colusa County Board of Supervisors and other community forums to encourage public engagement and leadership buy-in.

Funding and Capacity Building

- Support the development of grant opportunities for forest resilience programming and project implementation.
- Support regional and local capacity-building activities such as workshops, training, and public education events.

Additional Responsibilities

- Represent CCRCD at outreach events, community meetings, and regional coordination activities.
- Develop reports and updates for the CCRCD Board of Directors that highlight program accomplishments, milestones, and challenges.
- Assist CCRCD staff with other projects and programs as needed.
- Attend relevant training and professional development opportunities.
- Contribute content to the CCRCD quarterly newsletter and/or local media outlets.

APPLICANT QUALIFICATIONS

Successful applicants will "wear many hats" at the RCD. They will be able to work across many disciplines and therefore have the potential to further develop technical, administrative, communication, and interpersonal skills. Applicants with experience in developing, planning, implementing, and monitoring conservation and restoration projects preferred.

Minimum Qualifications

- Detail orientation with strength in time management.
- Motivated self-starter, action-oriented, ability to work independently and have a strong desire to learn.
- Effective communication and organization skills.
- Valid California driver's license, clean driving record, and current auto insurance.
- Physically able to work in the field (climbing in and out of streams, over/under fences, hiking, lifting, carrying supplies and equipment, planting, etc.) during all seasons.
- Bachelor's degree or equivalent experience (4 or more years of professional experience) in Natural Resources Management, Ecology, Agriculture Science, Biological or Environmental Science or related field.
- Must be able to pass a thorough Homeland Security background check, pre-employment physical, and drug test.

Desired Qualifications

- Grant writing and management experience.
- Basic knowledge of forestry, vegetation management, wildfire behavior, watershed conservation, resource management, hydrology, soil science, native plant and animal communities, and/or restoration.
- Experience with ArcGIS and GPS.

- Experience working with community-led organizations such as fire safe councils, watershed groups, or other conservation groups.

COMPENSATION

Starting pay is $30-$35 per hour depending on education and experience with an increase in 12 months based on favorable job performance, plus cost-of-living adjustment. Employee benefits include an additional hourly health benefit ($3.27/hour), up to 5% 457 retirement plan employer match and paid leave hours including holiday, sick, and vacation. In addition, this position offers a flexible schedule with the ability to work remotely in a fun, fast-paced, positive environment.