

OUTREACH AND EDUCATION COORDINATOR

BACKGROUND

The Colusa County Resource Conservation District (CCRCD) is looking for a part-time Outreach and Education Coordinator to assist with project and program outreach and education. RCDs across California serve as local hubs for conservation, connecting people 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 private and public lands. Colusa County RCD's current projects include forest and fuels management, soil health, water conservation and quality, and natural resource education. The CCRCD project partners include CalFire, NRCS, UC Ag Advisors, neighboring RCDs, and local landowners and schools.

POSITION

We are looking for a new team member to assist with coordinating outreach and education for CCRCD projects to local partners. The coordinator will mainly focus on the Irrigated Lands Regulatory Program reporting assistance to Colusa Glenn Subwatershed members. The coordinator will also assist the NRCS office with communication with producers concerning project implementation, verification and general contract maintenance. The coordinator will conduct outreach and education for CCRCD events, grant-funded projects and fee-for-service programs. An ideal candidate would a) have a desire to engage local community members, land managers, and landowners interested in projects and programs that regenerate agriculture and the environment for long term sustainability in Colusa County; b) have the ability to educate a wide audience and tell the success stories of CCRCD programs and conservation practices within the district; c) offer creative and effective ways to communicate and reach all community members including historically underserved populations within the district. In addition, the coordinator will enhance the CCRCD's social presence through both virtual (Facebook, Instagram, TikTok, website, Mailchimp newsletters) and tangible (newspaper, workshops, phone calls, brochures) platforms. The position is a part-time (at least 20 hours per week) with potential for full-time employment and advancement if supported by successful grant writing leading to new contracts and/or fee for service endeavors. The coordinator will report to the Executive Director and will work closely with landowners, government agency staff, and a broad array of partner organizations.

TYPICAL DUTIES AND RESPONSIBILITIES

- Coordinate reporting assistance for the Irrigated Lands Regulatory Program to Colusa Glenn Subwatershed members
 - Set up and conduct appointments to assist with member reports
 - Keep a record of all member communication
 - Able to conduct web-conferences with members for remote assistance
 - Quickly learn or have an understanding of water quality regulation in the Sacramento Valley
 - Have practical knowledge of crops, irrigation types, and water quality conservation practices in Colusa County
 - Able to work in a Data Management Tool
- Assist NRCS Colusa Field Office with organizing and verifying producer information, conservation practice implementation and verification
 - Strong organizational and people skills
 - Understands conservation practices and able to verify practice implementation

- Organize and contribute to the CCRCD’s quarterly newsletter and/or local newspaper articles
- Create posts for CCRCD’s social accounts
- Create brochures and advertisements for CCRCD at outreach events and community meetings
- Participate in CCRCD projects and programs:
 - Manage the Colusa County Grown Program
 - Assist with the on-going outreach and education related to the Colusa County Wildfire Protection Plan and other regional fire prevention/recovery efforts
 - Assist with CDFA’s Health Soils Demonstration Site
- Assist CCRCD staff with other programs and projects as needed
- Attend training and educational events as appropriate

APPLICANT QUALIFICATIONS

The CCRCD is seeking a person who desires to learn new skills, is a team player, creative, and enjoys working with landowners, students, and community members. Successful applicants will “wear many hats” at the RCD and will have experience in agriculture or the natural resource field. They will be able to work across many disciplines therefore have the potential to further develop technical, administrative, communication, and interpersonal skills.

Minimum Qualifications

- Applicant must be able to pass a thorough Homeland Security background check, pre-employment physical and drug test.
- Valid California driver’s license, clean driving record, and current auto insurance
- Strong computer skills (*Word, Excel, PowerPoint*)
- Strong communication, organizational and time management skills
- Comfortable with public speaking
- Motivated self-starter, action-oriented, ability to work independently and strong desire to learn
- 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
- Knowledge of agriculture, forestry, natural resource management, and/or restoration ecology
- Bachelor’s degree or equivalent experience in agriculture and/or natural resource management

Desired Qualifications

- Knowledge of Colusa County agriculture and natural resource concerns
- Experience working with fire safe councils, watershed groups, or other conservation groups
- Familiarity with carbon farm or conservation planning and practice Implementation
- Grant writing and management experience

COMPENSATION

Starting pay is \$20 per hour with an increase in 12 months with favorable job performance. Benefits available upon meeting CCRCD’s employment and time requirements. Employee benefits include a monthly lump sum additional pay (\$2.60/hour) and up to 5% 457 retirement plan employer match. Paid leave for part-time employees working at least 50% FTE will receive holiday, sick and vacation on a pro-rated basis. 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 Liz Harper, Executive Director: liz@colusarc.org. Applications will be accepted through Friday, December 4th, 2020. The RCD is an equal opportunity employer. Candidates reflecting the social diversity of California are strongly encouraged to apply.