

## **SOTOYOME RESOURCE CONSERVATION DISTRICT**

### **JOB OPPORTUNITY**

**POSITION:** GRWC Education Coordinator

#### **BACKGROUND:**

The Sotoyome Resource Conservation District (SRCD) is seeking a staff person to work closely with the Gualala River Watershed Council (GRWC), assisting with the coordination of activities that further the missions of SRCD and GRWC.

The Sotoyome Resource Conservation District has been in existence since 1952. Resource Conservation Districts were established nationwide by an act of Congress to facilitate resource conservation at the local level. The RCD works with the USDA Natural Resource Conservation Service (NRCS) to provide technical assistance to help landowners and resource users develop locally driven solutions to address a broad range of natural resource concerns, including watershed management and protection of water quality. We help land users and communities approach conservation planning and application of how natural resources relate to each other and to all of us and how our activities affect those resources. For more information on Resource Conservation Districts, please go to the website: [sonomamarinrcds.org](http://sonomamarinrcds.org).

The Gualala River Watershed Council was established in 1997.

The Gualala River Watershed Council (GRWC) is a forum for Gualala River landowners, resource managers, agencies, & interested parties - a place to communicate about the ecology and land uses in the Gualala River watershed aimed at achieving the following goals:

- building upon existing effort supporting sound resource management,
- promoting educational opportunities about watershed functions,
- maintaining and improving watershed resources values,
- encouraging stewardship of the natural resources,
- influencing decisions on land use within the watershed, and
- addressing Clean Water Act Section 303(d) "TMDL" (Water Quality Attainment Strategy), while maintaining the economic viability of landowners & other users (tourism, gravel, etc.).

The GRWC will work towards attaining these goals by identifying and defining problems to address (watershed assessment), developing an enhancement plan, and implementing solutions on a prioritized-basis using "sound science, "common sense, and a cooperative, collaborative approach to maximize all the goals of all the parties to the extent possible.

## **POSITION DESCRIPTION:**

**Status:** This position is a temporary, independent contract position, ending April 15, 2004. Hours shall range from 20-25/week depending on activities. The position is funded by a grant from the California Department of Fish & Game. The position does not confer employment status with the SRCD or GRWC.

**Rates:** The billing rate will be \$25.00/hour for approximately 20-25 hours a week. There is a limited mileage stipend for the grant that will be paid at the grant-approved rate of 34¢ per mile.

**Employment Benefits:** This is an independent contract position and therefore there are no employment benefits offered with the position. The selected contractor will be required to provide proof of liability insurance or worker's compensation insurance prior to commencing work as required by the State of California; and will be responsible for filing end of the year tax filings as an independent contractor.

**Start Date:** immediately

**Work location:** The contractor will need to provide services in the Gualala River Watershed. Attendance will be required at all GRWC Steering Committee and Council meetings, usually held on the third Tuesday of every month in Gualala. Meetings take place from the afternoon to late evening hours. The contractor will also need to attend other appropriate meetings to be held in the Gualala watershed, or the Santa Rosa area. Most work will be take place within the watershed for education, outreach and coordination functions.

**Tasks:** The GRWC Watershed Coordinator shall work with the members of the GRWC and the elected Steering Committee and officers, the other GRWC staff (Program Assistant and Monitoring Coordinator) and the District Manager of the Sotoyome RCD to perform tasks outlined under existing funding. A complete copy of the contract is available upon request. A summary of these tasks is as follows:

1. Assist with the ongoing coordination of GRWC monthly meetings including monthly meeting notices, agendas and contacting speakers.
2. Work with GRWC Program Assistant to develop and maintain landowner parcel databases of riparian and upland landowners in the tributaries to establish mailing lists. Assist in the development of lists of agency partners and other stakeholders involved in the planning process.
3. Work with the GRWC Monitoring/Assessment Coordinator, the GRWC Program Assistant and GRWC members to design and produce quarterly newsletters covering topics relevant to residents in the watershed. The newsletter will also include educational information on erosion control, riparian habitat restoration, invasive species and best management practices.
4. Work with the GRWC Monitoring/Assessment Coordinator, the GRWC Program Assistant and GRWC members to provide regular updates to the GRWC website

- including links to other appropriate sites. And assist in establishing a program for updating data to the website on a monthly basis.
5. Work with the GRWC Monitoring/Assessment Coordinator, the GRWC Program Assistant and GRWC members to identify projects from agency reports for restoration in both riparian and upland areas.
  6. Write and submit proposals to obtain grant funding for the implementation of projects utilizing all available funding sources.
  7. Develop and submit project reports to GRWC and SRCD.
  8. Organize, develop and conduct at least 3 workshops for watershed group participants.
  9. Conduct ongoing outreach to other local citizen groups to communicate about GRWC activities, meetings, workshops and trainings.
  10. Maintain displays, Photo index and GRWC presentations. Give presentations at meetings, conferences, watershed awareness days, and as requested on the activities of the GRWC and other restoration projects within the watershed.

**QUALIFICATIONS:**

- Understanding of watershed group dynamics and resource conservation districts.
- Ability to work independently with minimal supervision.
- Ability to meet task deadlines, file monthly reports and billings for work performed within budget.
- Ability to prioritize and complete tasks under deadline with minimal supervision.
- Good written and verbal communication skills.
- Strong computer skills, preferably Word, Excel and Access.
- Requires a vehicle, good driving record and proof of automobile insurance. Proof of liability insurance or worker's compensation insurance prior to commencing work.

APPLICATION PROCEDURE: Send in a letter of interest, resume and a list of three references. \* References should be organizations or individuals who are familiar with your ability to implement the aforementioned tasks under contract.

TO:

Sotoyome Resource Conservation District  
Attention: GRWC Personnel Committee  
P.O. Box 11526  
970 Piner Road  
Santa Rosa, CA 95406  
sotorcd@sonic.net

**FILING DEADLINE:**

**Applications must be postmarked Tuesday February 18, 2003**