



**POSITION:** Project Assistant

**Background:**

The Sotoyome Resource Conservation District (RCD) is a non-regulatory public agency of the state of California that has been in existence since 1946. Our district consists of the northern 2/3rds of Sonoma County. There are currently 6 employees on staff. RCDs were established nationwide by an act of Congress to facilitate resource conservation at the local level. RCDs work to provide technical and funding 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. For more information about the Sotoyome RCD visit our website at: [www.sotoyomercd.org](http://www.sotoyomercd.org).

**POSITION DESCRIPTION:**

**Work Duties & Responsibilities**

The Project Assistant works under the supervision of the Executive Director. The assistant will also receive some direction from the Restoration Program Manager and other staff. Scheduling of days per week worked is flexible, with the amount of hours per week dependant on work load. This position is a temporary, seasonal 7 month position with the potential of becoming a more permanent position; funding dependant.

**Work duties**

This position will assist in the support tasks for the RCD Restoration Program, Watershed Assessment & Monitoring Program, and Education Program. Specific tasks will include:

- Invasive species removal and *Arundo donax* removal program coordination.
- Support tasks related to fish habitat improvement and sediment reduction projects.
- Support tasks related to RCD educational workshops and landowner outreach such as landowner database work and workshop support.

**Knowledge, Skills, and Experience**

The ideal candidate will be an energetic, dedicated professional will the following skills:

- BA/BS in the field of Natural Resources, Biology, or Agriculture.
- Knowledge of local agriculture, conservation, and/or land use issues, as well as general knowledge of the watersheds within the RCD's district.
- Experience in the field implementing natural resource improvement projects.

- Strong computer skills, including Word, Excel, and Access. GIS and GPS skills are a plus.
- Ability to work independently, with minimal supervision, and as a team.
- Ability to meet contract deadlines, multi-task, and be flexible.
- Positive and pro-active attitude a must.

**Benefits:** This position does not include a benefits package at this time. If the position is extended with additional funding a comprehensive benefits package will be included.

**Status:** This is an at-will, hourly position, 30-40 hours per week.

**Rate of Pay:** \$16-\$18/hour

**Work location:** The Sotoyome RCD office is located in Santa Rosa, California but the entire district's jurisdiction is the northern 2/3rds of Sonoma County including the Gualala and Russian River Watersheds.

**Start Date:** Approximately May 18th, 2009

**Application Procedure:** Please e-mail a letter of interest, resume and a list of three references to [kheckert@sotoyomercd.org](mailto:kheckert@sotoyomercd.org).

**Final Date for Filing:** Open Until Filled