



POSITION: Conservation Program 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 two thirds of Sonoma County including major portions of the Russian River and entirety of the Gualala Watershed. RCDs were established nationwide by an act of Congress to facilitate resource conservation at the local level. The RCDs work to provide technical, educational and funding assistance to help landowners develop locally driven solutions to address a broad range of natural resource concerns, including watershed management and protection of water quality. The RCD works with thousands of private landowners, and local, state, and federal agencies and non profits to implement soil and water conservation projects while promoting sustainable agriculture and watershed health. For more information about the RCD visit our website at: www.sotoyomercd.org.

POSITION DESCRIPTION:

Work Duties & Responsibilities

The Conservation Program Assistant works under the supervision of the Executive Director. The assistant will also receive direction from the Conservation Program Manager and other staff. Scheduling of days per week worked is flexible, with the amount of hours per week dependant on work load but typically 30-40 hours per week. 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 Conservation Program, and other RCD programs as needed. Specific tasks will include:

- Assisting with and conducting vineyard irrigation system evaluations (field work and data analysis)
- Assisting with and conducting monitoring related to groundwater levels on Agricultural lands
- Assisting with conservation planning and technical assistance on Agricultural lands
- Preparing permit application for natural resource related projects
- Performing support tasks related to RCD ag and natural resource outreach and education

- Assisting in the development and funding of new conservation projects

Knowledge, Skills, and Experience

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

- BA/BS in the field of Agriculture, Soil Science, Crop Science, Natural Resources, or related
- Knowledge of local agriculture, conservation, and/or land use issues, as well as general knowledge of the Russian and Gualala River Watersheds.
- Experience in the field implementing conservation practices
- 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 northern Santa Rosa, California but the entire district's jurisdiction is the northern two thirds of Sonoma County including the Gualala and Russian River Watersheds. Traveling throughout the district for project work is common place.

Start Date: Approximately April 15, 2011

Application Procedure: Please e-mail a letter of interest, resume and a list of three references to vminton@sotoyomercd.org.

Final Date for Filing: Open Until Filled