



## RESTORATION AND RESILIENCY COORDINATOR

### Position Announcement

Permanent, Full-Time \$30 - \$35.81 / hour

9/27/2024

Honey Lake Valley Resource Conservation District (HLV RCD) is accepting applications for the position of one (1) permanent, full-time Restoration and Resiliency Coordinator. This position works under direct supervision of the HLV RCD District Manager and HLV RCD Board of Directors.

### PRIMARY DUTIES AND RESPONSIBILITIES

The Coordinator will assist the District Manager and other program coordinators with ecological restoration and resiliency projects within the HLV RCD's service area. Position duties may include the following depending on program needs:

- Riparian restoration / water source development
- Invasive species management
- Native reseeding/establishment
- Watershed restoration
- Monitoring, data collection, and contractor oversight
- Environmental compliance with CEQA/NEPA requirements
- Grant writing

This includes direct support for all current restoration projects including grant oversight, budgeting, and project planning, developing reports and invoices, outreach and education, collaboration with partner agencies, councils, and community groups, and other duties as assigned. This is a full-time position with flexible scheduling, paid leave, and medical benefits.

### QUALIFICATIONS

**Preferred not required** - Graduation from a four-year or two-year college with a degree in natural sciences, environmental sciences, biology, or a related field

- A valid CA Driver's license, or the ability to retain one within the first year of employment, and an acceptable driving record
- General knowledge of restoration strategies and ongoing restoration work within Lassen County, or similar
- Excellent organizational, verbal, and written communication skills
- Experience managing projects or grants with budgeting, invoicing, and reporting requirements and deadlines
- Self-motivated and self-directed with the ability to prioritize and coordinate workload, both independently and as part of a team
- Experience collaborating effectively with committees, boards, partner agencies, and landowners
- Proficient with different computer software programs including but not limited to Microsoft Office, ArcGIS Pro, ParcelQuest, and Google Drive
- Excellent attention to detail and ability to follow instructions, interpersonal communication skills, and a professional demeanor
- Ability to perform necessary fieldwork, including but not limited to driving rough terrain, lifting, walking long distances, and performing a variety of other manual tasks, as needed
- Knowledge of conservation districts, nonprofits, and/or grant-based agencies



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- Knowledge and awareness of local, state, and federal environmental policies and regulations pertaining to resource management programs, including CEQA and NEPA processes
- Ability to work well independently, and flexibility to adapt to changing priorities of tasks and issues
- Living locally or willing to move to the Susanville/Lassen County, CA area

***Due to the nature of this job, this position is not eligible for full remote work***

### SALARY RANGE AND BENEFITS

- \$30 to \$35.81 / hour, depending on experience
- Medical Insurance
- Access to work phone, company card for necessary, job-related expenses, and work truck (if a work vehicle is not available, mileage will be reimbursed at the federal mileage rate)
- 1st year of employment, earn 3 hours PTO and 4 hours Sick Leave per pay period; increases to 4 hours PTO and 4 hours Sick Leave after the 1st year of employment
- Opportunity for merit and COLA increases
- 12 Paid Holidays

### To Apply:

Send resume, cover letter, and a list of at least three (3) work references to Kelsey Siemer, District Manager at [kmarks@honeylakevalleyrkd.us](mailto:kmarks@honeylakevalleyrkd.us)

Closing Date: **Open Until Filled - First review of applications October 15th, 2024.** For additional information about the HLVRCD please visit our website at [www.honeylakevalleyrkd.us](http://www.honeylakevalleyrkd.us)