

**Redwood Community Action Agency**  
**Natural Resource Services Division**  
**JOB ANNOUNCEMENT**

**TITLE: Projects Coordinator**

**STATUS: Fulltime – 2 weeks paid vacation, sick time, 13 holidays per year; plus health insurance available after 2 months of employment (401k after 1 year)**

**PAY RATE: \$23.00 - \$28.00 hourly (depending upon applicant experience)**

**AVAILABLE: February 1, 2016**

**DEADLINE: Completed applications, resume and cover letter must be returned to RCAA by: January 15<sup>th</sup>, 2016 by 5:00 pm**

**APPLICATION PROCESS:**

**Required Employment Applications and complete job description available at:**

**Redwood Community Action Agency, 904 G Street, Eureka, CA 95501 or [www.rcaa.org](http://www.rcaa.org)**

**PLEASE NOTE:** Late applications, incomplete applications or resumes without applications will not be accepted. If you do not receive a call for an interview you were not selected for the position; applications remain on file for 1 year.

**POSITION PURPOSE**

The Watershed Program of the Natural Resources Services Division of RCAA is seeking a passionate, natural resource professional with interest and experience in the earth sciences and developing and implementing complex watershed projects. The project coordinator will work with a dynamic, collaborative team to promote healthy watersheds along the north coast.

This position is expected to lead multiple watershed projects under the direction of the NRS Division Director, also which manages the Watershed Program. This staff person will fill a current position being vacated by departing staff; the position needs to be filled to support the current and proposed project load.

This staff position will work on the several ongoing and current projects in the Watershed Program and is expected to develop additional projects as soon as the position commences.

**MINIMUM QUALIFICATIONS**

- BS/BA degree or equivalent background in planning or natural resources field.
- Three (3) years direct supervisory experience implementing various planning, watershed management, or restoration projects and overseeing several office and/or technical staff.
- Three (3) years management level experience involving projects totaling at least \$200,000.
- Two (2) years' experience supervising subcontractors.
- Proficient with Macintosh and PC computers, Microsoft Word, Excel, and database software.
- Knowledge of cartography or other graphics processing, either manually or electronically
- Exposure to reviewing contracts in the private or public sector.
- Experience in project development and competitive grant development and writing.
- Creative approaches to problem solving.
- Demonstrated commitment to fostering environmental and social wellbeing.

**DESIRED QUALIFICATIONS**

- QSP/QSD certification (Qualified Storm Water Pollution Prevention Plan Developer)
- Experience with supervision of subcontractors; overseeing office, field and/or technical staff
- Experience managing projects funded by public agencies
- Experience conducting road assessments and leading hydrological analyses
- Experience with ArcGIS and other cartography and spatial analysis tools.
- Knowledge of the agencies, organizations, and issues specific to natural resource management in Humboldt County.
- Familiarity with Adobe Suite products, web design, and/ or data base software.
- Familiarity with non-profit and for-profit sectors.
- Familiarity with urban and wild land resource management and planning.

**OTHER REQUIREMENTS**

- Must be a U.S. citizen or lawful permanent resident, and have the ability to provide proof of identity and employment eligibility in accordance with Federal law
- Must have means and capacity to perform job related duties with personal vehicle, as may be required, and must have proof of current automobile insurance
- Possession of valid California Driver's License with current DMV printout showing acceptable driving record
- Submit to fingerprinting for criminal record clearance/background checks with acceptable results
- Proof of required education (i.e. AA, BA, MS, etc.)
- Home telephone or other effective means of communication

**ESSENTIAL PHYSICAL ABILITIES**

Employee must be able to provide the following with or without reasonable accommodation:

- Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively
- Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form
- Sufficient manual dexterity to enable the employee to operate a personal computer, telephone, and other related equipment
- Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move or maneuver whatever may be necessary to successfully perform the duties of their position
- Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in their assigned work environment, including, where applicable, the operation of motorized vehicles and equipment

***Redwood Community Action Agency is an  
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