

**JOB OPPORTUNITY:  
CONSERVATION PROJECT COORDINATOR  
(32-40 hours per week)**

**BACKGROUND:**

Located in beautiful coastal San Mateo County, the San Mateo Resource Conservation District (RCD) seeks a Conservation Project Coordinator to join a dynamic team of enthusiastic professionals. The RCD is a special district that acts as a focal point for local conservation efforts on private and public lands. The RCD partners with land owners and managers, area jurisdictions, government agencies, and others to protect, restore, and enhance natural resources by providing technical assistance and education, project management, and coordination.

**POSITION:**

We are looking for a new team member with a “can-do” attitude and a strong desire to learn. This individual will assist the RCD in its efforts to help landowners voluntarily conserve natural resources. The position has a particular focus on protecting and improving native plant communities and wildlife habitat. The Conservation Project Coordinator will coordinate and collaborate with a broad array of partner organizations, agency staff, and landowners.

This position is grant-dependent. Funding from the Midpeninsula Regional Open Space District is currently anticipated through 2021 for 20-40 hours per week to control slender false brome (*Brachypodium sylvaticum*) on private properties near the open space district’s natural preserves. The Coordinator may also assist or take a lead role with other RCD restoration projects and programs.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

- Coordinate site visits and landowner outreach activities.
- Conduct rigorous field surveys for the purpose of mapping native and invasive plants and synthesize results into ArcGIS for analysis.
- Develop and administer contracts and oversee subcontractors.
- Purchase goods and materials.
- Track and manage expenses consistent with project budgets.
- Monitor and document projects before, during, and after implementation.
- Prepare reports.
- Respond to landowner requests for technical assistance.
- Overview field assistants.
- Assist with preparation of grants and agreements as required.
- Other duties as assigned.

**APPLICANT QUALIFICATIONS:**

The Conservation Project Coordinator will “wear many hats” and therefore must have technical, administrative, and interpersonal skills.

**Minimum Qualifications:**

- Bachelor's degree or equivalent experience with focus on field botany, environmental studies, natural sciences, resource management, watershed science, conservation planning, or other related field
- Proficiency with ArcGIS and GPS devices
- Field work experience
- Strong written and verbal communication skills and ability to work with a variety of people with diverse interests and temperaments
- Strong computer skills, including Word and Excel
- Highly organized and motivated self-starter with the ability to prioritize
- Ability to work independently as well as part of a team
- Physically able to work in the field (climbing, hiking, carrying supplies and equipment, planting, pulling plants, etcetera) during all seasons
- Valid California driver's license, clean driving record, and current auto insurance

**Desired Qualifications:**

- Data management experience
- Knowledge of local native and invasive plant communities, plant identification, resource management, native plant and animal communities, and/or restoration ecology
- Familiarity with plants, basic botany including native and invasive plants, local threatened/ endangered species, including habitat needs and legal protections
- Familiarity with local, state, and federal permits required for restoration projects

**COMPENSATION:**

Financial compensation will range from \$21-25 per hour and will be commensurate with applicable experience. The employee will be eligible for medical benefits and accrued vacation after a probationary period and retirement benefits after one year. The Coordinator will also enjoy a fun, fast-paced, positive work environment with excellent coworkers.

**APPLICATION INFORMATION:**

To apply, please email a cover letter, resume, three references, and a salary history as a single attached document to Kellyx Nelson, at [kellyx\[at\]sanmateorcd.org](mailto:kellyx[at]sanmateorcd.org). Applicants may later be asked to submit a driving record. The position is open until filled. There is no application deadline. The first well qualified applicant will be hired.

*The Resource Conservation District is an equal opportunity employer. Candidates reflecting the social diversity of California are strongly encouraged to apply.*