



Napa County Resource Conservation District

1303 Jefferson St., Ste. 500B

Napa, California 94559

Phone: (707) 252-4188

NapaRCD.org

Job Opportunity: Volunteer and Outreach Coordinator

April 25, 2019

Employer: Napa County Resource Conservation District

Work Location: Main office in Napa, California, and community work throughout Napa County.

Status: Flexible: 80% to 100% FTE will be considered. This at-will position is fully funded for one year, and continued employment is contingent on additional funding.

Application Deadline: Open Until Filled (*First screening deadline is May 16, 2019*)

Compensation: \$25 - \$30 per hour plus benefits

Are you interested in conserving, protecting, and restoring natural resources? Do you get excited about making a positive impact in your community? If so, we invite you to take advantage of an opportunity to use your skills to build a better future for Napa County residents, businesses, and visitors. The Napa County Resource Conservation District (RCD) is seeking applications for a Volunteer and Outreach Coordinator (Coordinator) to join its dynamic team of natural resource professionals.

Organizational Background:

Napa County Resource Conservation District (RCD) is a non-regulatory special district that facilitates natural resource conservation through community involvement, education, technical expertise, and scientific research. Since its founding in 1945, the RCD has been committed to using voluntary, cooperative, and scientifically sound methods to ensure that the natural resources of Napa County are conserved, protected, and restored in a landscape that supports agriculture, urban areas and wild spaces. Learn more about us here: <http://naparcd.org/>

Position Summary:

Reporting directly to the Program Director, the Coordinator will primarily assist with: recruiting, coordinating, and retaining volunteers; coordinating workshops and events; preparing and distributing education and outreach materials; and serving as a public representative of the RCD. The Coordinator will also support other core RCD activities as needed. The individual must be highly motivated, have strong attention to detail, have strong communication skills both in-person and in-writing, and have an ability to execute defined projects efficiently and in a timely manner.

Duties & Essential Job Functions:

Volunteer Coordination:

- Coordinate community volunteer events such as watershed clean-ups (e.g. Coastal Cleanup Day, Earth Day Cleanup and Waterway Keepers Cleanups), tree planting, and vegetation management activities.
- Develop and coordinate citizen-science monitoring programs focused on oak mortality, watershed health, and related issues.
- Recruit, coordinate, and retain volunteers to participate in RCD events and activities.
- Supervise RCD's student interns.

Outreach Coordination:

- Develop, coordinate, and advertise workshops and events on a variety of conservation topics and for a variety of audiences, including farmers, youth, and underserved populations.
- Coordinate RCD's WILD lecture series.
- Develop education and outreach materials and presentations for RCD programs and projects in collaboration with RCD staff and other partners.
- Coordinate RCD outreach through social media, monthly e-newsletters, and e-blasts.
- Assist with management of the RCD website.
- Represent the RCD at community events, meetings, and workshops in a professional manner.
- Develop and implement appropriate tabling activities based on anticipated audience.

Administration and Other Support:

- Prepare project reports and ensure compliance with grant/contract requirements, including budget tracking.
- Interact and maintain positive communications with numerous stakeholders (community groups, local, state, and federal agencies, educators, environmental and other non-governmental organizations, etc.).
- Identify funding sources and prepare funding requests to support RCD programs.
- Under the direct supervision of RCD staff, assist with other activities as needed, including field surveys, biological and hydrological monitoring, program evaluation, and data entry.

Minimum Qualifications:

- High school education or equivalent.
- Excellent written and verbal communication skills.
- Excellent organizational skills, including the ability to set priorities, manage time, work under pressure and manage multiple projects effectively.
- Demonstrated success in planning and coordinating events, workshops, and outreach efforts.
- Demonstrated success in developing education and outreach materials.
- Demonstrated success in recruiting and managing volunteers.
- Demonstrated ability to engage and collaborate with diverse groups and stakeholders, including students of all ages, landowners, non-profit agencies, resource agencies, and the general public.
- Ability to take initiative and work independently with a minimum amount of supervision.
- Ability to work collaboratively in a professional manner with a diverse group of co-workers, partners, and stakeholders.

- Desire to embrace the mission of the RCD to promote responsible natural resource management through voluntary community stewardship and technical assistance.
- Strong computer skills, including the ability to easily navigate the internet, use Outlook, create Word Excel, and PowerPoint documents, and use Adobe Creative Suite or other similar software for graphic design.
- Familiarity or experience with social media platforms like Facebook, Instagram, YouTube, and LinkedIn.
- Experience or willingness to be trained in website design and management.
- Must be willing to travel locally within Napa County, and regionally within the Bay Area and Sacramento Valley region.
- Must be willing to maintain a flexible work schedule, with occasional work on weekday nights and weekends being required.
- Must possess a valid driver's license, good driving record, and proof of insurance at the time of hire.
- Must successfully complete a background check.

Preferred Qualifications:

- Bachelor's degree from an accredited university.
- Spanish fluency or proficiency.
- Demonstrated experience writing, managing, and reporting on grants.
- General understanding of watershed processes and ecology.
- Familiarity with Napa County's geography, ecology, and environmental issues.
- Familiarity with sustainable agriculture and natural resource conservation practices and principles.
- Professional experience in the public or nonprofit sectors.

Work Environment:

Work hours are generally 8 A.M. to 5 P.M. from Monday through Friday, however, some work on weekday nights and weekends will be required. The primary place of work is the RCD office in Napa, California, but local travel will be required, primarily within Napa County and the Bay Area / Sacramento Valley region. Work is performed in indoor and outdoor settings including:

- A professional office environment that includes operation of standard office equipment such as computers, tablet devices, phones, copies, calculators, and filing cabinets.
- Field settings that include various terrains, and hot, cold, and wet conditions.

Physical Requirements:

The work requires the ability to talk, listen, observe, stoop, reach, sit, stand, and use repetitive motions. The visual capacity to review and edit documents, and the ability to frequently remain in a stationary position, operate a computer and other standard office equipment, and converse by telephone and in person. Ability to occasionally lift and/or move up to 30 pounds. Ability to work outside on uneven terrain in all weather conditions. Driving required for local travel.

Compensation and Benefits:

Compensation ranges from \$25 – \$30 per hour and will be commensurate with experience. RCD full-time employees receive holiday, sick, and vacation leave, CalPERS retirement benefits, an employer-paid health insurance plan, dental insurance, and access to a voluntary deferred compensation program.

Application Process:

To apply, please send your resume, cover letter, two sample documents, and a list of three professional references to the attention of Anna Mattinson, Napa County Resource Conservation District, 1303 Jefferson St., Ste. 500B, Napa CA 94559; email: anna@naparcd.org. Please treat your cover letter as an invitation to tell a story that illuminates your interest in the field of natural resource conservation and in the work of the RCD. The two sample documents should be brief (1-3 page) and should demonstrate both your writing and graphic design skills. **The position is open until filled. The first screening deadline is May 16, 2019.**

The selection process may consist of, but is not limited to, an evaluation of the applicant's qualifications, one or more in-person or phone interviews, and an exam or exercise. Any part of the selection process, including a decision to hire, may be modified or canceled to meet the needs of the RCD. The RCD is an equal opportunity employer and encourages diversity.