



**Project Coordinator
Post Fire Recovery
Position Announcement
5.10.2022**

POSITION: Project Coordinator- Post-Fire Recovery

The Honey Lake Valley Resource Conservation District (HLVRCD) in Susanville, CA, is looking to fill a Project Coordinator position. The HLVRCD is an independent Special District under California statute (CA PRC Division 9). As a public agency, we provide services that conserve, restore and sustain local agricultural and natural resources to the landowners and communities within a large portion of Lassen County. We rely upon grant funding to accomplish our mission and goals.

Primary role – Coordination of the Resource Conservation District’s (RCD) fire recovery program - including landowner outreach, needs assessment, technical assistance, project design, environmental compliance, project monitoring and oversight, working with partners and contractors, grant management, reporting and seeking new funding opportunities to complement fire recovery work.

Location – Susanville, CA

Travel – Occasional overnight travel may be required

This position will require the coordination of all aspects of the RCD’s fire recovery program to assist nonindustrial private forest landowners adversely affected by recent wildfires in Lassen County, CA who want to recover and restore their land to an ecologically productive condition.

The Project Coordinator (PC) position is an “at will”, up to 4-year full-time position at 40 hours per week. It is grant dependent with the intent to secure ongoing funding. The PC will report to the District Manager and will work with other staff as needed to ensure the successful development and implementation of projects. The PC will work closely with a broad array of partner organizations, government agency staff, and public and private landowners.

TYPICAL DUTIES AND RESPONSIBILITIES

- Collaborate with landowners and partners to develop, fund and implement post-fire restoration projects such as Forest Management Plan development, removal of dead and dying trees, disposal of unwanted material, site preparation, reforestation and monitoring.
 - Conduct outreach and provide technical assistance to landowners impacted by recent wildfires
 - Conduct needs assessment to meet landowner objectives and determine appropriate action
 - Coordinate with project partners and consultants to develop environmental documentation, obtain permits and record decisions
 - Coordinate the development of project design and logistics for project implementation
 - Manage contracts with partners, consultants and subcontractors

The Honey Lake Valley Resource Conservation District is an equal opportunity provider.

- Manage budgets, invoicing and reporting
- Manage communications between project partners, contractors and landowners
- Provide oversight of implementation activities, including photo and biological monitoring
- Ensure that compliance with Federal Civil Rights laws and requirements are fulfilled for the program and in adherence to HLVRCD policies
- Respond to landowner requests for technical assistance as appropriate
- Treatment unit preparation
- Conduct monitoring activities, including collecting data in the field, data entry, equipment preparation and maintaining supplies
- Develop new projects and seek funding to implement
- Assist staff on other projects as appropriate

APPLICANT QUALIFICATIONS

Successful applicants will “wear many hats” at the RCD. They will have experience developing, planning, implementing and monitoring environmental conservation and restoration projects. They will work across many disciplines and therefore must have strong technical, administrative, communication, and interpersonal skills and be adaptive in assembling program components to fulfill participants identified preferred outcomes within budget and time frames.

Minimum qualifications

- Knowledge of forestry, vegetation management, wildfire behavior and fire ecology, watershed stewardship and conservation, resource management, basic hydrology, basic soil science, native and invasive plants in relation to fire impacts, animal communities, and restoration ecology
- Strong written and verbal communication skills and ability to work with a variety of people with diverse interests and temperaments
- Strong computer and mobile app skills in Word, Excel, ARC GIS/Python, KML and Avenza/Survey 123 or similar
- Demonstrated ability to compile, interpret, present and utilize GIS spatial data for projects and program
- Highly organized and motivated self-starter with the ability to prioritize and anticipate needs
- Physically able to work in the field (e.g., walking on adverse terrain conditions, working in adverse weather conditions, lifting, carrying supplies and equipment, planting, etc. at a moderate to arduous during all seasons
- Creativity, sense of humor, “can do” spirit, collegiality, flexibility, strong desire to learn and provide service to the community
- Valid California driver’s license, clean driving record, and current auto insurance, experience utilizing 4 wheel drive in off road and adverse weather conditions
- Bachelor’s degree or equivalent experience (three or more years professional experience) with focus on environmental studies, natural sciences, resource management, forestry, watershed science, conservation planning, or related field and/or a combination of learning and experience demonstrative of proficiency in these one or more of these fields

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Enhanced Qualifications Sought

- Masters degree in Forestry, Natural Resource Management or related field
- Registered Professional Forester license
- Experience in grant and contract management
- Experience with project development and grant writing
- Familiarity with local species of concern, threatened and endangered species, culturally significant native plant species and their habitat needs and legal protections
- Familiarity with local, state, and federal permits required for restoration projects
- Experience working with fire safe councils, watershed groups or other conservation groups
- Experience working with individuals of diverse socio-economic and cultural demographics
- Bilingual Spanish and English and/or ability to effectually communicate in Spanish
- Familiarity with forestry principles and practices

COMPENSATION

Financial compensation will be commensurate with applicable education and experience, ranging from \$27.00- \$35.00/hour. Benefits include paid vacation and sick time, flexible work schedule with the ability to work in a fast-paced, positive work environment with excellent coworkers.

Application Instructions: Please send Resume, Cover Letter, a narrative addressing your experience (if not detailed in your resume) and three references to Andrea Stuemky astuemky@honeylakevalleyrcd.us or call 530-260-0067 with questions about the position.

Closing Date: Rolling Basis until filled. For additional information about the HLVRCD please visit our website at www.honeylakevalleyrcd.us

It is the policy of the RCD to provide equal employment opportunities to all people without regard to race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, age, sex, or any other classification protected by law, and to promote this policy through a program of affirmative personnel action.