



## VACANCY ANNOUNCEMENT FOR SOIL HEALTH COORDINATOR

The Glenn County Resource Conservation District (RCD) is currently accepting applications for the position of Soil Health Coordinator. The position will be a Non-Exempt temporary, part-time position which is contingent upon available funding. The position may be for approximately 16 to 30 hours per week for at least 2 years.

Since 1960, formally known as the Elk Creek Soil Conservation District, the Glenn County Resource Conservation District (RCD) has engaged farmers, ranchers and the community in protecting our resources through a variety of educational programs. The RCD is organized under the California Public Resources Code, Division 9 and is a Special District located in the County of Glenn. The RCD is led by a seven-member, volunteer Board of Directors who has an Annual Plan and Long Range Plan to address resource concerns and opportunities within Glenn County. The RCD's Mission is "*To promote a sustainable, economically healthy county through services and management of natural resources while maintaining a desirable environment and addressing local resource issues and opportunities in a timely manner*". To achieve this mission, the RCD has a variety of projects through grants, contracts and special enterprise projects. The RCD works closely with private landowners and land managers, the community, local, state and federal agencies, and is partnership focused.

This position will be based at the USDA Service Center/Glenn County RCD, 132 North Enright Avenue, Suite C in Willows, California 95988.

### **GENERAL JOB DESCRIPTION:**

The Soil Health Coordinator reports to the Executive Officer and is responsible for facilitating the implementation of soil health activities for the RCD consistent with the strategic plan's goals and objectives and policies and procedures established by the Board. The position requires an ability to work as part of a team as well as independently to complete duties. The Soil Health Coordinator must have the ability to work flexibly within a set of wide-ranging and often changeable tasks.

### **QUALIFYING SKILLS:**

- Undergraduate degree or higher, preferably in Agriculture, Resource Management, Natural or Applied Science, or equivalent education and experience.
- Working knowledge of soils, soil health planning and monitoring, and the ability to articulate these to the public.
- Demonstrated project management experience.
- Experience facilitating stakeholder meetings and demonstrated ability to work effectively with private landowners, land managers and community based organizations.
- Experience and knowledge in accessing funding sources, grant writing, contract interpretation and execution with local, state, federal and private entities.
- Excellent presentation, oral and interpersonal communication skills. Ability to develop effective and comprehensive reports, correspondence and other written materials.
- Ability to interpret and make decisions in accordance with laws, regulations, policies and procedures in the areas of local, state and federal grant funding.
- Ability to establish work priorities, and manage time effectively independently, and as a team.

- Physical ability to lead and participate in rigorous field and construction work outdoors, including: walking, hiking, wading in water and climbing in all types of weather and terrain. Ability to lift up to 40 pounds.
- The ability to travel occasionally overnight, or participate in evening meetings and weekend meetings to represent RCD.
- Valid CA State driver's license and proof of insurance.

**DUTIES:**

1. Actively seek out, identify new project opportunities and grant proposals that continue and maintain the work of the RCD at the level of operations directed by the Board of Directors.
2. Facilitate public meetings, deliver presentations and organize special events. Lead and facilitate group discussions.
3. Create effective, collaborative relationships between groups and individuals representing potentially conflicting values and priorities.
4. Hold meetings and conduct site visits with local education, agriculture and natural resources related organizations to discuss project collaboration.
5. Carry out public outreach and education to increase awareness and develop community support for soil activities including soil health. Develop educational and promotional materials including, newsletters, pamphlets and articles with Executive Officer.
6. Coordinate with the Executive Officer to promote projects and activities within the community and with the media.
7. Work cooperatively with existing soil health programs and various landowners, agencies, and organizations conducting work in soil health. Attend regional and statewide meetings as needed and funds allow.
8. Coordinate committees, if necessary.
9. Gather, organize and compile technical and historic information pertinent to the project. Maintain record keeping, including photo archives.
10. Prepare and submit monthly written and oral reports on soil health activities to the Board.
11. Other duties as assigned by the Executive Officer.

**WAGE:** Based on demonstrated experience.

**APPLICATION PROCESS:** Send a cover letter, resume and a list of at least three work references to the following address or email by Noon, September 30, 2015:

**Glenn County Resource Conservation District  
Attn: Kandi Manhart, Executive Officer  
132 North Enright Avenue, Suite C  
Willows, CA 95988**

**EMAIL:** [kandi.manhart@ca.nacdnet.net](mailto:kandi.manhart@ca.nacdnet.net)

PHONE: (530) 934-4601 x120

FAX: (844) 206-7023

WEBSITE: [www.glenncountyrcd.org](http://www.glenncountyrcd.org)

**APPLICATIONS DUE By Noon, September 30, 2015.**