



## VACANCY ANNOUNCEMENT FOR PROGRAM COORDINATOR

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 and outreach programs. The RCD is organized under the California Public Resources Code, Division 9, a Special District of the State, and is led by a seven-member, volunteer Board of Directors appointed by the Glenn County Board of Supervisors. The RCD is a dynamic not-for-profit entity, with staff who implements the Board of Director's Annual Plan and Long Range Plan to address resource concerns and opportunities within the 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.

The RCD is currently accepting applications for the position of a Program Coordinator. The position could be full- or part-time depending on the candidate's interest. The position is a Non-Exempt temporary position which is contingent upon available funding.

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 Program Coordinator to the RCD reports to the Executive Officer and is responsible for assisting in the RCD's business consistent with the strategic plan, goals and objectives, and policies and procedures of the RCD. The position requires an ability to work as part of a team as well as independently to complete duties. The Program Coordinator must have the ability to work flexibly within a set of wide-ranging and often changeable tasks.

### **QUALIFYING SKILLS:**

- Bachelor degree, preferably in Agriculture or Business, or equivalent education and experience.
- Knowledge and experience working with computers. Ability to type and use Microsoft Office programs, including Word, Excel, Access and Publisher, QuickBooks and GIS software programs.
- Knowledge and experience using standard office equipment, including copier, fax, phone system, and special equipment.
- Demonstrated knowledge and experience in data management.
- Strong verbal and written communication skills.
- Strong customer service skills.
- Ability to develop and proof reports, correspondence and other written materials.
- Organized and detailed oriented.
- Strong ability to interpret and follow rules and regulations.
- Ability to lift up to 40 pounds.
- Valid CA State driver's license and proof of insurance.

**DUTIES:**

1. Assist with monthly Board meetings and Committee meetings as needed, including preparing agenda packets, taking meeting minutes and complying with all Brown Act rules and regulations.
2. Assist with grant/agreement proposal development, preparation and project/program implementation.
3. Assist with the annual budget, revenue and expense reporting, financial forecasts, audits, or any other information related to financial record keeping.
4. Ensure that statutes and government rules and regulations pertaining to or affecting RCD operations are followed.
5. Assist with the RCD's outreach and educational activities, including production of materials (newsletters, pamphlets, surveys, etc.) and special events (workshops, etc.).
6. Assist in preparing press releases to promote RCD projects/programs and activities.
7. Assist in all aspects of the RCD's office operations. This includes processing mail, filing, record keeping, office equipment inventory, data entry and any other activities pertaining to the operation of the RCD.
8. 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, August 4, 2017.

Please include your desired number of hours worked per week.

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

**EMAIL:** [kandi@glenncountyrcd.org](mailto:kandi@glenncountyrcd.org)

PHONE: (530) 934-4601 x120

FAX: (844) 206-7023

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

**APPLICATIONS DUE By Noon, August 4, 2017.**