



G L E N N C O U N T Y

RESOURCE CONSERVATION DISTRICT

The Glenn County Resource Conservation District (RCD) is seeking a **Wildfire and Forestry Project Coordinator** who cares about natural resource management and community-led conservation. Someone that will work shoulder to shoulder with community partners and landowners to improve upon natural resource concerns and address challenges. If you are someone who loves variety, thrives being active, enjoys developing and sharing expertise, likes to work in a fast-paced environment, and has a strong sense of landscape knowledge, we'd like to hear from you.

WHAT YOU'LL GIVE:

- Explore new frontiers to achieve positive results while implementing innovative wildfire prevention and forestry practices.
- Lead the conversation and work directly with landowners, partners, and contractors.
- Manage multiple priorities to get things done, including coordinating the development of project designs and implementation.
- Take the initiative to conduct in-the-field monitoring activities.
- Act as an advocate to promote our work, address resource concerns, pursue opportunities, and communicate with a variety of stakeholders.

WHAT YOU'LL GET:

1. Compensation starting at \$28/hr up to \$38/hr depending on qualifications and experience or as grant agreement funding allows.
2. Benefits include paid holiday and sick days upon hire for full-time employees (13 paid holiday days per year, 10 sick days per year, 5 vacation days (year 1), 13 vacation days (years 2-3) and so forth).
3. Current policy provides a \$400 per month Health and Welfare Benefits stipend for qualified, full-time employees (must have and maintain personal health insurance and provide verification of coverage when requested).
4. Pending policy provides a Retirement option.
5. \$50 per month optional Wireless Device Usage stipend.
6. Other leaves, such as bereavement or statutorily protected leaves provided in accordance with US and CA laws.

MINIMUM QUALIFICATIONS:

1. A desire to improve natural resources to mitigate wildfires and enhance forest resilience for long-term sustainability.
2. Basic knowledge of forestry, vegetation management, and wildfire behavior.
3. Project coordination for goal achievement with varied activities.
4. Represent the RCD, its partners, and funders, in a positive and professional manner.
5. Strong proficiency in GPS technology and equipment.
6. Proficiency in reading and understanding maps.
7. Proficiency in Microsoft Office, particularly Word and Excel, is required, alongside a strong sense of responsibility, punctuality, and self-direction.

8. Ability to work flex hours occasionally to accommodate weekend and evening meetings and events.
9. Possess a valid CA driver's license and have current proof of insurance.
10. Physically able to work in the field in remote and rugged terrain during all seasons. Ability to lift up to 40 pounds
11. Ability to safely operate motor vehicles and haul trailers in remote and rugged terrain. Motor vehicles may include a range of sizes, from passenger cars, to vans, trucks, SUV, all terrain vehicle (ATV) or other commercial grade vehicle. Ability to haul an enclosed trailer that may be loaded with equipment, operate a Side-by-Side / all terrain vehicle (ATV) and operate other specialized equipment as needed.

IDEAL QUALIFICATIONS:

1. Bachelor's degree is preferred in a field of study related to natural resource management, environmental science or a related field that prepares you to meet essential job functions.
2. Two to five years project coordination.
3. Familiar with landscapes found in Glenn County.
4. Motivated self-starter, action-oriented and ability to work independently.
5. Registered Professional Forester License or ability to acquire.
6. Grant writing and management experience.
7. Experience with data analysis and statistical software.
8. Experience with GIS or other intensive mapping software.
9. Desire to pursue a long-term rewarding career with the Glenn County RCD!

HOW TO APPLY:

If you are willing to work in an action-oriented, fast-paced environment to see results, then we invite you to apply. Complete and send via mail or email: a cover letter (**must** include the desired # of hours per week), resume, and 3 work references to Kandi Manhart-Belding, Executive Officer.

Mailing Address:

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

Email: kandi@glenncountyrcd.org

Open until filled.

The selection process may consist of but is not limited to an evaluation of the applicant's qualifications and one or more interviews. Special writing assignments, computer skill tests, mock grant applications or something similar may be included as part of the interview process. Any part of the selection process, including a decision to hire, may be modified or canceled to meet the needs of the Glenn County RCD. A successful candidate who receives a conditional job offer may be subject to a standard background check for disqualifying criminal convictions.

The Glenn County RCD is an equal opportunity provider. It prohibits discrimination in all its programs and activities on the basis of race, color, national origin, ethnicity, age, physical, mental, or cognitive disability, pregnancy or childbirth, reproductive health decisions, sex, marital or domestic partner status, religion, sexual orientation, gender identity and expression, genetic information, political beliefs or activities, military service or veteran status, reprisal, or because all or part of an individual's income is derived from any public assistance program.

The Glenn County RCD evaluates requests for reasonable accommodations in both the pre-employment process and to perform the essential functions of the job. Applicants who require a reasonable accommodation in the pre-employment process should notify the following individual and provide information on the accommodation being requested: kandi@glenncountyrcd.org.

Applicants that do not submit ALL 3 items (cover letter, resume, references) will not qualify nor advance to the next step in the process of filling the position. RCD reserves the right to not respond or review incomplete applications.