



NORTHERN SAC-VALLEY COALITION

BRING RESILIENCE TO THE CA NORTH STATE

We help make a difference and love to collaborate with our communities.



WE'RE HIRING!

- Coordinator role
- Wildfire & Forestry Resilience
- Bring ideas to life
- Support Resource Conservation Districts, Fire Safe Councils, community-based organizations, people

Send Your Resume, 3
References and Cover Letter
to kandi@glenncountyr cd.org
www.glenncountyr cd.org



NORTHERN SAC-VALLEY COALITION

- ✓ **Are you someone who enjoys advocating for groups that make a difference?**
- ✓ **Do you have the confidence and self-assurance to purposefully build relationships on behalf of natural resource-focused agencies?**
- ✓ **Do you learn and integrate new information quickly?**
- ✓ **Is your communication style outgoing and persuasive?**
- ✓ **Do you love being “on the move” while juggling multiple priorities?**

If so, you might be our ideal Northern Sacramento Valley Coalition Coordinator!

The Northern Sacramento Valley Coalition (NSVC) is seeking a **Coordinator** who has a passion for making connections with people and working closely with a wide variety of people and organizations to bring ideas to life. In the Coordinator position, you will learn from, support, and collaborate with four individual Resource Conservation Districts (RCD) in the Northern Sacramento Valley; Glenn County RCD, RCD of Tehama County, Western Shasta RCD and Shasta Valley RCD.

The key aspects of your role will be:

- To develop and deepen relationships with regional, state, and federal partners on behalf of NSVC.
- To listen and learn from NSVC members and partners and support them as needed.
- To take the lead in seeking funding sources for NSVC members to pursue together.
- To help NSVC members maintain compliance with the many grant-funded programs that support our mission.

WHAT YOU'LL GIVE:

This job requires a quick learner who can integrate new ideas rapidly, and high degree of collaboration, whether capturing ideas and policies within the organization, or working with a wide variety of partners and stakeholders. The job environment is fast-paced and results oriented, with much travel in the Northern Sacramento Valley. You'll be a facilitator; ensuring that key goals are met, all members participate to offer their input. You'll approach work with confidence as you continually engage and positively impact individuals and groups across the region. The job requires regularly meeting and pro-actively fostering relationships. The ability to understand, quickly react, and motivate others to adapt to the changing environment as we grow is a key to success. In general, the core of this position requires a motivated and motivating team builder and organization developer.

WHAT YOU'LL GET:

1. Compensation between \$35 to \$40/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 \$650 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. Mileage reimbursement at current federal rate; must have transportation options.
5. \$50 per month optional Wireless Device Usage stipend (cell phone stipend).
6. Current policy provides CalPERS 457 Plan option, up to 8% match; 6 months until vested.
7. Other leaves, such as bereavement or statutorily protected leaves provided in accordance with US and CA laws.
8. Work remotely, preferably from within NSVC area, and connect in-person with RCDs as requested.
9. NOTE: Employer will be Glenn County Resource Conservation District; this is a 100% grant funded position for the Regional Forest and Fire Capacity Program (RFFC).

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. Understanding of priority project planning on diverse landscapes.
4. Project/program coordination experience.
5. Represent the NSVC, its partners, and funders, in a positive and professional manner.
6. Demonstrated experience building partnership in the public, private, and nonprofit sectors; skilled at conflict resolution and group facilitation.
7. A cooperative, professional, and entrepreneurial disposition, with an ability to navigate ambiguity in building new and efficient processes and systems.
8. Proficiency in Microsoft Office, particularly Word and Excel, is required, alongside a strong sense of responsibility, punctuality, and self-direction.
9. Ability to work flex hours occasionally to accommodate weekend and evening meetings and events.
10. Possess a valid CA driver's license and have current proof of insurance.
11. Ability to lift up to 40 pounds.

IDEAL QUALIFICATIONS:

1. Bachelor's degree is preferred in a field of study related to natural resource management, environmental science, communications or a related field that prepares you to meet essential job functions, or equivalent professional experience.
2. Three to five years project coordination experience.
3. Familiar with landscapes found in Northern California.
4. Motivated self-starter, action-oriented and ability to work independently.
5. Able to multi-task and hold oneself accountable.
6. Grant writing and management experience.
7. Proficiency in GPS technology and equipment.
8. Proficiency in reading and understanding maps.
9. Desire to pursue a long-term rewarding career with the Northern Sacramento Valley Coalition!

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.

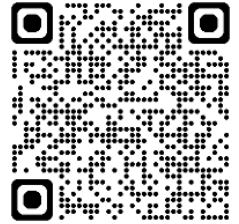


Complete and send via mail or email: a **cover letter, resume, and 3 work references** to Kandi Manhart-Belding, Executive Officer, Glenn County RCD.

Mailing Address:

Northern Sacramento Valley Coalition
c/o Glenn County Resource Conservation District
Kandi Manhart-Belding, Executive Officer
132 North Enright Avenue, Suite C
Willows, CA 95988

Email: kandi@glenncountyrcd.org



Open until filled. Reviews will be conducted weekly.

Applicants that do not submit ALL 3 items (cover letter, resume, 3 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.

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.

