



RESOURCE CONSERVATION SPECIALIST

Position Description

ORGANIZATIONAL BACKGROUND

The Ventura County Resource Conservation District (VCRCD)'s mission is to collaborate with landowners, government agencies, and other willing partners to facilitate the conservation and restoration of Ventura County's natural resources. The VCRCD is a special district of the State of California, and is primarily funded by grants. The VCRCD is one of 100+ RCDs in California and belongs to the California Association of RCDs (CARCD). The VCRCD is governed by a board of seven Directors elected for four-year terms. Please visit our website at vcrccd.org for more information about the VCRCD.

GENERAL JOB DESCRIPTION

VCRCD is seeking a versatile and mission-driven conservation professional to fill the position of **Resource Conservation Specialist**. The ideal candidate will have an understanding of agronomy, environmental science, and stewardship practices, be willing to take on new challenges, and possess the communication skills needed for a strong public presence. The **Resource Conservation Specialist** will be responsible for assisting with VCRCD's current grant requirements and for pursuing new opportunities for organizational growth. The **Resource Conservation Specialist** will be expected to collect and evaluate data to fulfill current and future grant deliverables, collaborate with partners to develop and write new grants, manage assigned projects and programs, and foster relationships by representing VCRCD at local and regional meetings.

PREFERRED QUALIFICATIONS

- Commitment to the mission and resource priorities articulated in VCRCD's Strategic Plan
- BS at minimum, MS or higher preferred, in Agriculture, Natural Resource Management, Environmental Science, or related field
- Background and work experience in conservation planning, environmental planning, or watershed planning; project management experience in these areas is a plus
- Exceptional verbal and written communication skills; organized and detail oriented
- Knowledge of the principles of grant writing; grant writing experience is a plus
- High level of proficiency with Microsoft Office Suite (Excel, Word, etc.) and Google applications (Gmail, Google Docs, etc.)
- Experience using spatial imagery is a plus (Google Earth and/or ArcGIS)
- Adaptive thinker, creative problem solver, resourceful, and self-motivated, but team-oriented
- Environmental research and field experience, especially in project design, data collection, and data assessment
- Comfortable with occasionally long work hours, grant-driven timelines, and traveling
- Strong partnership building skills - ability and desire to work with a diverse group of people, to include state, federal, tribal, and non-government personnel, local farmers and ranchers, and the general public

DUTIES & RESPONSIBILITIES

- Research and write grant proposals for District programs and projects as needed
- Conduct field visits and collect field data on a variety of land-use types
- Prepare reports for the Executive Director and/or the Board of Directors on projects and program progress as needed
- Prepare correspondence to involved parties, as directed by Executive Officer
- Attend meetings and hearings on matters related to District programs, projects, grants, and/or general operations at the District's request
- Actively seek funding sources that continue and expand the work of the VCRC
- Promote the VCRC's mission and services within the community, among landowners, partners, local agencies and organizations, and elected officials
- Contribute to short- and long-term organizational planning and strategy as a member of the District staff
- Any additional duties that may be deemed essential to the function of the RCD by the Executive Director and/or Board of Directors

LOCATION

The VCRC office is located at 3380 Somis Road, Somis, CA 93066, however, we provide services throughout the District boundaries.

BENEFITS

Health, dental, vision, and 3% IRA matching contributions. VCRC provides unemployment, workers' compensation, Social Security, Medicare at the going rate. State Disability (SDI) is paid by the employee. Paid leave time.

OTHER

Mileage: If RCD vehicle is not available, mileage will be paid for personal vehicle usage at the current Federal rate. Must have a clear DMV record.

HOW TO APPLY

Email cover letter, resume, and writing sample (preferably from a grant application) to debragillis@sbcglobal.net. Please include "Job Announcement" in the email's subject line.

Applications accepted until Sunday, April 21, 2019.