



1221 Farmers Lane, Suite F
Santa Rosa, CA 95405

707.569.1448
www.SonomaRCD.org

Job Opportunity: Seasonal Conservation Education Assistant

Employer: Sonoma Resource Conservation District

Work Location: Main office in Santa Rosa, Sonoma County, California, with field work throughout Sonoma County.

Status: Temporary, Non-Exempt/ 15-30 hours/week, including some weekend hours.

Compensation: \$20.00/hour

Posting Date: January 17, 2023

Duration of Assignment: April – June 2023. Start and end dates can be flexible, depending on availability.

Organizational Background

The Sonoma RCD (RCD) is a non-regulatory, local government entity empowered to manage soil, water, fish and wildlife resources for conservation. In existence since the 1940s, RCDs are local grassroots conservation delivery systems that identify local conservation problems and guide solutions on a voluntary basis. The RCD covers 85% of Sonoma County, and includes portions of the Russian River, Petaluma River, Sonoma Creek, Stemple Creek, and Gualala River Watersheds. The RCD is almost exclusively grant and contract funded. The RCD has a team of fourteen, with expertise in a wide variety of natural resource and agricultural disciplines, education and outreach, policy, fundraising, and administration, and is governed by a board of directors that are local landowners in the District. Our mission is carried out through four programs: LandSmart® Planning, LandSmart On-the-Ground, LandSmart Water Resources, and LandSmart Education. For more information visit our website at: sonomarcd.org

Position Summary

The Seasonal Conservation Education Assistant position offers a fantastic opportunity to gain valuable experience providing experiential learning opportunities to elementary and high school youth in Sonoma County. Under the direct supervision of the RCD Education and Communications Manager, the Seasonal Conservation Education Assistant will provide seasonal support in the planning, coordination, and implementation of field trips and classroom visits. This position allows for a diverse workload both in the office and the field. In-house and field training will be provided.

Essential Functions

- Assist with planning, coordinating, and implementing LandSmart Education programming for elementary (TEAM Program) and high school (FARMS Leadership Program) youth focused on agricultural and nature-based experiences in the classroom and out on the land.
- Support with the planning, outreach, and facilitation of two Agricultural Heritage public outing events on working farms and ranches in Sonoma County reaching a diverse audience and providing engaging family friendly activities.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Required Qualifications

- Ability to and interest in working closely with K-12 age youth.
- Familiarity with North Coast ecosystems and environmental issues, sustainable agriculture practices, natural resource conservation practices and principles.
- Proficiency in Microsoft Outlook, Excel, and Word.

- Self-starter with high dependability, keen attention to detail, and excellent communication and organizational skills.
- Ability to prioritize multiple tasks and excellent time management skills.
- Ability to communicate effectively in English, both verbally and in written form, sufficient to convey information and instructions to the public and colleagues.
- Must be at least 18 years of age at the time of employment.
- Willingness to travel locally and possession of a valid driver’s license, vehicle, and proof of auto insurance is required.
- Flexible hours required, including some weekday nights and weekend days.

Preferred Qualifications

- Possession of, or currently pursuing, a teaching credential or a Bachelor’s degree in natural resources, watershed management, or a related field.
- First Aid/CPR Certified.
- Fluency in written and verbal Spanish.

Work Environment

Work is performed in an indoor/outdoor setting to include:

- Field settings that include various terrains, dense vegetation (with possible exposure poison oak, ticks and mosquitos), and hot, cold, and wet conditions.
- A professional office environment that includes operation of standard office equipment such as computers, phones, copiers, calculators, and filing cabinets.

Physical Requirements

Work in the field requires prolonged standing, walking long distances across rugged or uneven terrain in all weather conditions, climbing, jumping, stooping, kneeling, crouching, crawling, and recurring bending, lifting, reaching, and carrying of items weighing up to 30 pounds. Changes in lighting such as alternating bright sunlight and dark shade are encountered. Noise levels constantly vary. Work in the office requires frequently remaining in a stationary position, operating a computer and other standard office equipment, conversing by telephone and in person. Work in the field and in the office requires near and far visual acuity for expansive reading, computer operation, and editing of documents. Driving required for local travel.

Compensation/Benefits

Compensation for this position is \$20.00 per hour. Temporary employees are eligible for all legally-mandated benefits. No relocation assistance will be provided.

Additional Information

A criminal background investigation is required prior to employment for applicants who receive a conditional offer of employment. Applicants given a conditional offer of employment will be required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further

In accordance with the CA Child Abuse and Neglect Reporting Act, designation as a Mandated Reporter and completion of the 4-hour CA Department of Social Services Child Abuse Mandated Reporter training is also required for this position.

How to Apply

Please submit cover letter, resume, and three references to ckuehn@sonomarc.d.org with the title “Seasonal Conservation Education Assistant” in the subject line. **Applications must be received no later than 5:00 PM PST on February 17, 2023. No phone calls please.**

Sonoma Resource Conservation District is an equal opportunity employer. Employment is based on qualifications and competency. We prohibit discrimination based on race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), reproductive health decision-making, gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, and any other status protected by state or federal law.