Job Opportunity: Community Engagement Assistant

Employer: Sonoma Resource Conservation District

Work Location: Main office in Santa Rosa, Sonoma County, California, with option for partial remote work; field work throughout Sonoma County.

Status: Non-Exempt/ 1.0 FTE (40 hours/week) including some evening and weekend hours.

Compensation: $20.00- $23.00/hour, depending on experience.

Posting Date: July 14, 2023

Start Date: Start date flexible, depending on availability.

Organizational Background
The Sonoma 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 Sonoma 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 with a small amount of local property tax leveraged into millions of dollars each year. The RCD has a team of fifteen, 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 Community Engagement Assistant position offers an incredible opportunity to gain valuable experience working with innovative landowners and partners to address Sonoma County’s most pressing natural resource concerns. This unique position allows for a diverse workload in the office and field. The Community Engagement Assistant will work alongside other staff to provide outreach and communications support for all RCD program areas, in pursuit of multiple resource goals such as water quality, drought and fire resilience, soil health, and climate-beneficial farming. The individual must be highly motivated, enjoy working in a team environment, have strong attention to detail and organizational skills, be flexible to changing workload priorities, have strong written and verbal communication skills in both English and Spanish, and have the ability to execute assignments efficiently and in a timely manner.

Essential Functions
- Assist, coordinate, and implement a suite of community conservation education programs throughout Sonoma County, including creating curriculum and culturally relevant experiences.
- Support the creation of educational materials, outreach content to inform our community on water conservation, soil health, fire preparedness, pollinator habitat, and climate-smart best management practices on working lands.
- Support the development and implementation of conservation programming and technical assistance to historically underserved producers and communities as they align with strategic plan strategies.
Support conservation project specific community outreach efforts including but not limited to the development of eNewsletter articles, success stories, and social media content.

Assist with drafting subcontracts and landowner agreements.

Attend community and partner meetings, events, and workshops on behalf of the RCD.

Oversee and approve projects submitted to the RCD project tracker.

Assist with grant proposals and administration of projects.

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

- Combination of education and experience, typically equivalent to possession of a Bachelor’s degree in natural resource management, communications, agriculture, education, or related field.
- Proficiency with Outlook, Excel, Word, PowerPoint and communications and marketing programs such as Canva and Hootsuite.
- Interest in educating youth and attending community events as a public representative of the RCD.
- Familiarity with North Coast ecosystems and environmental issues.
- Familiarity with sustainable agriculture and natural resource conservation practices and principles.
- Highly motivated to take on new projects with the flexibility to work independently or as part of a team.
- Ability to communicate effectively in English and Spanish, both verbally and in written form, sufficient to convey information and instructions to the public, colleagues, and Board members.
- Competency in establishing cooperative working relationships and exceptional interpersonal skills.
- Flexible hours required, including some weekday nights and weekends, to attend community events, meetings, and conferences.
- Must be at least 18 years of age at the time of employment.
- A valid driver’s license, vehicle, and proof of auto insurance is required at the time of hire.
- Bilingual (Spanish Speaking) preferred.

Desired Qualifications

- Experience working directly with agriculture.
- Experience with Microsoft 365 applications.

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

Ability to frequently remain in a stationary position; operate a computer and other standard office equipment; visual capacity to review and edit documents; converse by telephone and in person. Frequent bending, lifting up to 30 lbs., and grasping. Ability to work on rugged or uneven terrain in all weather conditions. Driving required for local travel.
**Compensation/Benefits**
Compensation for this position starts at $20.00 per hour. Benefits for this position include 100% employee medical coverage; dental and vision insurance with minimal employee contributions; employer-paid life insurance; a SIMPLE IRA retirement plan with 3% employer match; paid time off and holiday leave; and an employee assistance program.

**How to Apply**
Please submit cover letter, resume, and three references to erickard@sonomarcd.org with the title “Community Engagement Assistant” in the subject line. Applications will be accepted on a rolling basis until the position is filled, with the first batch to be reviewed on August 4, 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), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, and any other status protected by state or federal law._