



1221 Farmers Lane, Suite F
Santa Rosa, CA 95405

707.569.1448
www.SonomaRCD.org

Job Opportunity: Community Engagement Specialist

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. This is an at-will position.

Compensation: \$28-34/hour, depending on experience

Posting Date: January 5, 2024

Estimated Start: Start date 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 sixteen, 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: sonomarc.org

Position Summary

The Sonoma Resource Conservation District (SRCD) is hiring a permanent, full-time Community Engagement Specialist. The Community Engagement Specialist will lead the coordination of multi-stakeholder watershed planning efforts and forest health partner collaborations throughout the District. The position will convene partners and members of the community to drive landscape-scale fire resilience through active forest and rangeland management. The Community Engagement Specialist will also assist with planning and implementation of wildland fuels reduction by relaying and disseminating information between technical environmental staff and landowners. This position will play a vital role in supporting community relations, working to understand and integrate the diverse perspectives, motivations, and values of partners, government agencies, and landowners. It will involve meeting constituents where they are, and progressively evolving community and outreach initiatives based on current needs.

Essential Functions

- Lead the coordination of multi-stakeholder watershed planning efforts and forest health focused partner collaborations.
- Plan, coordinate, and assist in the development of community groups and the facilitation of community and stakeholder meetings.
- Act as a liaison between SRCD technical staff and individual landowners during the development of community planning efforts.

- Prepare outreach and educational materials for homeowners, landowners, and the broader community on, but not limited to, fuels management, defensible space, and other forest and rangeland best management practices.
- Support drafting subcontracts and landowner agreements.
- Lead/attend community meetings, events, and workshops on behalf of the SRCD.
- Assist with grant proposals and administration.

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

- Bachelor's degree in a field such as natural resources, communications, community development, public administration, or a related field; or a combination of equivalent education and experience.
- Excellent communication skills, both written and verbal in the English language, are essential for success in this role. The ability to speak confidently and persuasively in public settings, and to engage effectively with diverse audiences, is particularly important.
- Competency in establishing cooperative working relationships and exceptional interpersonal skills. This position will include regular communication with community organizations.
- Highly organized with the ability to track progress and development over multiple contracts and projects.
- Ability to interpret technical instructions in mathematical or diagram form, including maps and aerial imagery.
- Proficiency with Microsoft Outlook, Excel, Word, and PowerPoint.
- Flexible hours are required, including some weekday nights and weekends, to attend community events, meetings, and conferences.
- Must be willing to travel locally within Sonoma County and surrounding counties. Occasional overnight travel for regional meetings and conferences may be required. A valid driver's license and proof of auto insurance at time of hire is required.
- Applicant must successfully complete a background check.

Preferred Skills

- Knowledge of graphic design and Adobe Creative Suite software such as Photoshop, Illustrator, Lightroom, and InDesign. Knowledge of video and audio editing and production, utilizing Adobe or other related software.
- Experience working on multi-stakeholder collaborative planning processes.
- Familiarity with North Coast ecosystems and environmental issues, sustainable forestry, and natural resource conservation practices and principles.
- Ability to communicate effectively in Spanish, both verbally and in written form, sufficient to convey information and instructions to the public.

Work Environment

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

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

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 visit field sites and work on rugged or uneven terrain in all weather conditions.

Justice, Equity, Diversity, and Inclusion

The Sonoma Resource Conservation District is committed to incorporating justice, equity, diversity, and inclusion to evaluate, enhance, and expand our programming, deepen our connections with community partners, and strive to better serve our entire District. We recognize the importance of working to build and sustain an inclusive and equitable culture within our organization to effectively serve our District, improve access to economic opportunity, and create landscape-scale resilience for our current and future generations. We strive to ensure that water, soil, working lands, and wildlife habitats are conserved for all as we promote collaboration, employ innovative solutions based on science, respect our diverse communities and their connections to land, and empower members of our community to be active stewards of our natural and cultural resources.

Compensation/Benefits

Compensation for this position starts at \$28-34 per hour, depending on experience. Benefits for this position include 100% employer-paid medical, dental and vision insurance; dependent coverage at 100% employee cost; employer-paid life insurance; a SIMPLE IRA retirement plan with 3% employer match; paid time off and holiday leave; and an employee assistance program. No relocation assistance will be provided.

How to Apply

Please submit a cover letter no longer than one page, a resume no longer than two pages, and contact information for three professional references to jwells@sonomarc.d.org with the title "Community Engagement Specialist" in the subject line. Your cover letter and resume should include details adequate to evaluate how you meet the Required Qualifications and the Preferred Skills (if applicable) stated in this job announcement. The skills and experience listed above are what we believe is necessary to succeed in this position. However, we encourage all interested applicants to apply and underscore applicable skills unique to you in your cover letter. You may address your letter to the hiring team. **Applications must be received no later than 5:00 PM Pacific Standard Time on February 2, 2024. 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.