



Napa County Resource Conservation District

1303 Jefferson St., Ste. 500B
Napa, California 94559
Phone: (707) 252-4188
www.naparcd.org

EMPLOYMENT OPPORTUNITY

September 11, 2015

Position Title: Conservation Program Assistant
Status: Flexible: 80% to 100% FTE will be considered
Application Deadline: Open Until Filled (*First screening deadline is October 9, 2015.*)
Compensation: \$21.50 - \$26.92 per hour

This position is located in the Napa County Resource Conservation District field office in Napa County, California. The employer is the Board of Directors of the Napa County Resource Conservation District, day to day supervision will be by the Conservation Program Manager. All employees serve at the will of the Board of Directors. All District employees are required to work collaboratively and to serve as a positive role model for other employees by supporting the mission, vision, and values of the District.

General Responsibilities

With direction from the Conservation Program Manager, the Conservation Program Assistant will assist in implementing the District's programs related to conservation education, watershed assessment and monitoring, and conservation planning assistance. The Conservation Program Assistant may also help with other work necessary or important to the District.

Primary responsibilities

Conservation Education Program Assistance (50%):

- Assist in preparing education program materials for field trips and classroom visits to support LandSmart for Kids (field trip/presentation supplies, outreach materials, etc.)
- Conduct classroom presentations and assist the Education Program Coordinator during field trips with elementary through high school aged students.
- Assist in the preparation and coordination of community creek clean-up events.
- Assist in the coordination of public workshops and events.
- Assist with other RCD events, projects, and programs as necessary.

Watershed Assessment and Monitoring Assistance (15%):

- Assist with hydrologic monitoring of local streams (i.e., stream flow monitoring).
- Assist with fisheries and other biological monitoring
- Assist with stream habitat surveys and other field surveys.
- Assist with other monitoring efforts, as needed.
- Enter field data utilizing MS Excel and MS Access, or similar.

Conservation Planning Assistance (25%):

- Assist with and conduct vineyard irrigation system evaluations (field work, data analysis, and report writing).
- Assist with field evaluations related to storm water pollution prevention.
- Assist with conservation planning and technical assistance on agricultural lands
- Assist Vineyard Conservation Coordinator with operations at the District's Sustainable Demonstration Vineyard.

Other Assistance (10%):

- Assist in writing grant and other funding requests to support District programs.
- Assist with District outreach through social media and e-blasts.

Desired Qualifications, Knowledge, Skills & Experience

- Equivalent to graduation from a four-year college or university with a degree in the field of natural resources (e.g., environmental science/studies, ecology, biology, crop science, etc.). BA/BS highly desirable.
- Familiar with the field of environmental education and project based learning.
- General understanding of watershed processes and ecology.
- Familiarity with the geography, ecology and environmental issues of concern in Napa County.
- Familiarity and interest in sustainable agriculture and natural resource conservation.
- Competency with current computer technologies, software and applications including Microsoft Office Suite and PowerPoint.
- Excellent written and verbal skills.
- Excellent organizational skills, including ability to set priorities, manage time, work under pressure and manage multiple projects effectively.
- Ability to work well independently with a minimum amount of supervision and an ability to work collaboratively with a diverse group of co-workers, participants, and partners.
- Desire to embrace the mission of the District to promote responsible watershed management through voluntary community stewardship and technical assistance.
- A California driver's license, a clean driving record, and successful completion of a background check.

About the Napa County RCD

The RCD is a local non-regulatory organization whose mission is to empower the community to voluntarily conserve, protect, and restore natural resources in a landscape that supports agriculture, urban areas and wild spaces. Since 1945, the RCD has facilitated natural resource conservation through community involvement, education, technical expertise, and scientific research. The RCD covers over 500,000 acres in Napa and Solano Counties.

Work Environment

This position is primarily funded by grants and contracts. Work and/or office hours are generally from 8 a.m. to 5 p.m.; however the incumbent may be required to attend occasional evening and/or weekend events. The primary place of employment is the Napa County RCD field office in the City of Napa, California. Local travel will be required, generally within Napa County and the Bay Area / Sacramento Valley.

Physical Requirements

The Conservation Program Assistant should be prepared to work in the field, exposed to both cold and warm conditions and may be required to lift and move objects up to 50 pounds. The Conservation Program Assistant should also have the ability to hike up to 5 miles per day over uneven terrain to conduct field work. The work requires the ability to talk, listen, observe, stoop, reach, sit, stand, and use repetitive motions. The position requires the ability to operate a telephone, computer keyboard, copier, other typical equipment and motor vehicle, vision to read materials and a computer screen, and hearing and speech to communicate in person and over the telephone. When necessary, the position requires the ability to work unusual shifts, including weekends.

Compensation and Benefits

Compensation will be commensurate with experience. RCD full-time employees receive holiday, sick, and vacation leave, CalPERS retirement benefits, an employer-paid health insurance plan, dental insurance, and access to a voluntary deferred compensation program.

To Apply

If interested, please send a cover letter stating your interest in the position, what you can contribute to the RCD, and your desired salary, along with a resume (including a minimum of three professional references) to the attention of Frances Knapczyk, Conservation Program Manager, Napa County Resource Conservation District, 1303 Jefferson St., Ste. 500B, Napa CA 94559; email: frances@naparcd.org. **The position is open until filled. However, the first screening deadline is October 9, 2015.**

The selection process may consist of but is not limited to an evaluation of the applicant's qualifications, one or more interviews, and a written exam. Any part of the selection process, including a decision to hire, may be modified or canceled to meet the needs of the RCD. The RCD is an Equal Opportunity Employer.