



Napa County Resource Conservation District

1303 Jefferson St., Ste. 500B

Napa, California 94559

Phone: (707) 252-4188

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www.naparcd.org

EMPLOYMENT OPPORTUNITY

Position Title: Education Program Assistant

Status: Extra Help/Temporary Employee: 24-32 hours per week until May 31, 2020. At will.

Application Deadline: Open until filled. First screening will take place on September 9, 2019.

Salary Range: \$22.82 per hour

The Napa County Resource Conservation District (RCD) is seeking a talented and enthusiastic Education Program Assistant (Assistant) to support environmental education as well as volunteer and outreach programs in Napa County, California. The Assistant will work directly with K-12 youth, adult volunteers, and RCD staff to implement education and volunteer projects focused on stormwater pollution prevention, oak woodland restoration, climate science, local fisheries, and other related topics. The Assistant will foster and maintain positive working relationships with partners and volunteers in the community and serve as a professional and positive role model for youth. The Assistant will report to the Program Director and will work closely with other RCD staff.

Primary Responsibilities:

Youth Programming:

- Assist with delivering the RCD's LandSmart for Kids: Youth Stewards Program, a field-based environmental stewardship program for high school students that focuses on studying and restoring landscapes for climate resilience.
- Conduct in-class environmental presentations to K-12 school groups, prepare educational materials for youth and the general public, and represent RCD at community events in support of the Napa County Stormwater Pollution Prevention Program.
- Support the RCD's Acorns to Oaks Program, a field-based program that actively engages grades 4-12 and community volunteers in oak woodland restoration. In particular, assist with field trips, monitoring, volunteer coordination, and maintenance of oak plantings.
- Assist with delivering the RCD's Napa Youth Stewardship Council, an extracurricular leadership club for high school students that focuses on service-learning, career exploration, and stewardship projects.
- Interact and maintain positive communications with numerous stakeholders (community groups, local, state, and federal agencies, educators, environmental and other non-governmental organizations, etc.).

Outreach & Volunteer Programming:

- Assist with management of the RCD's website and social media accounts.
- Assist with coordination of RCD interns and volunteers as needed.
- Assist with other RCD events, projects, and programs as needed.

Minimum Qualifications:

- Coursework from an accredited college or university in one or more of the following disciplines: Ecology, Biology, Environmental Science, Education, or a related field.
- Experience instructing, supervising, or educating K – 12 youth.
- Passion for youth education and a commitment to environmental stewardship.
- Willingness to maintain a flexible work schedule, with occasional work on weekday nights and weekends being required.
- Ability to assist with field trips and other field work outdoors in rain, heat, and cold temperatures. Field trips and field work will involve hiking in uneven terrain, lifting up to 30 lbs., bending, and digging for short periods.
- Excellent English verbal and written communication skills.
- Excellent organizational skills and ability to set priorities, manage time and multiple projects effectively.
- Ability to work well independently with a minimum amount of supervision and ability to work collaboratively with a diverse group of co-workers, participants, and partners.
- Competency with current computer technologies, software and applications including Microsoft Office Suite.
- Desire to embrace the mission of the RCD to promote responsible natural resource management through voluntary community stewardship and technical assistance
- Must possess a valid driver's license, good driving record, and proof of insurance at the time of hire.
- Must successfully complete a background check.

Desired Qualifications:

- A Bachelor's degree from an accredited college or university with a degree in Ecology, Agriculture, Biology, Environmental Science or a related field.
- Spanish fluency or proficiency.
- Experience in the field of environmental education and project-based learning.
- Experience assisting with restoration projects or environmental science field work.
- Demonstrated ability to engage and collaborate with diverse groups and stakeholders, including students of all ages, landowners, non-profit agencies, resource agencies, and the general public.
- Familiarity with the geography, ecology and environmental issues of concern in Napa County.
- Experience working with community and youth volunteers.

Organizational Background:

The Napa County Resource Conservation District (RCD) is a non-regulatory special district that facilitates natural resource conservation through community involvement, education, technical expertise, and scientific research. Since its founding in 1945, the RCD has been committed to using voluntary, cooperative, and scientifically sound methods to ensure that the natural resources of Napa County are conserved, protected, and restored in a landscape that supports agriculture, urban areas, and wild spaces. Learn more about us here: <http://NapaRCD.org/>

Work Environment:

Work hours are generally in between 8 A.M. and 5 P.M. from Monday through Friday, however, some work on weekday nights and weekends will be required. The primary place of work is the RCD office in

Napa, California, but local travel will be required, primarily within Napa County and the Bay Area / Sacramento Valley region. Work is performed in indoor and outdoor settings including:

- A professional office environment that includes operation of standard office equipment such as computers, tablet devices, phones, copiers and printers, calculators, and filing cabinets.
- Field settings that include various terrains, and hot, cold, and wet conditions.

Physical Requirements:

The work requires the ability to talk, listen, observe, stoop, reach, sit, stand, and use repetitive motions. The visual capacity to review and edit documents, the ability to frequently remain in a stationary position, operate a computer and other standard office equipment, and converse by telephone and in person. Ability to occasionally lift and/or move up to 30 pounds. Ability to work outside on uneven terrain in all weather conditions. Driving required for local travel.

Compensation:

Salary will be \$22.82 per hour. RCD Extra Help / Temporary employees receive paid sick-leave and workers compensation benefits. This at-will position is funded through May 31, 2020.

To Apply:

Please submit a complete application to Frances@NapaRCD.org with the title "Education Program Assistant" in the subject line. No phone calls please. Your complete application should include:

- **Resume:** Your most recently updated resume;
- **Professional references:** A list of names, phone numbers, and email addresses of three people familiar with your professional contributions and qualifications;
- **Cover letter:** This is your opportunity to briefly share why you are interested in and qualified for this position. Share something that isn't easily understood from your resume.

The position is open until filled. However, we will begin screening applications on September 9, 2019.

The selection process may consist of but is not limited to an evaluation of the applicant's qualifications, and one or more interviews. 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.