



Coastal San Luis Resource Conservation District

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Job Announcement **Sustainable Agriculture Project Manager**

Overview

The Coastal San Luis Resource Conservation District (CSLRCD) is one of several RCDs across California that serve as local hubs for conservation, connecting people with the technical, financial, and educational assistance they need to conserve and manage natural resources. CSLRCD staff are concurrently involved in restoration, planning, and resource management projects across coastal San Luis Obispo County. We offer interesting and challenging work that truly makes a difference in our community.

The Sustainable Agriculture Project Manager is responsible for the successful management of several concurrent grant-funded projects relating to climate resiliency, soil health and sustainable agriculture. The Sustainable Agriculture Conservation Project Manager will be part of a dynamic team of planners, grant writers, botanists, natural resource managers, and administrative professionals who are passionate about the work they do. This position requires accountability and ownership over assigned projects, occasional oversight of technical staff and contractors, and an adaptive and positive team-oriented attitude. The individual must be highly motivated, have strong attention to detail and organizational skills, be flexible to changing workload priorities, demonstrate written and verbal communication skills, and have an ability to execute assignments efficiently and in a timely manner. This position allows for a diverse workload both in the office and the field. The Sustainable Agriculture Project Manager will foster and maintain positive working relationships within our agricultural community and with the representatives of local interest groups, and will represent the RCD at public meetings and events. The position is supervised by the Director of Programs and Grants. This position offers a flexible work schedule with the ability to work remotely as well as in the office; and a fun, fast-paced, positive work environment. Successful applicants will “wear many hats” at the RCD.

Position

Location: Morro Bay, CA with field work throughout the District. Opportunities for remote work after probationary term

Hours: Full-time position, Non-exempt.

Compensation/Benefits: \$30 - \$33 per hour depending on experience plus a health stipend, generous vacation and sick allowance and employer matched IRA

Primary Responsibilities:

- Proactively manage and oversee all aspects of assigned projects, including
 - Communication with State/Federal/Private funders and Grant Managers
 - Manage and Track scopes of work, sub-contracts, budgets, timelines, deliverables
 - Coordinate with administrative staff to ensure timely and accurate invoicing and reporting
- Prescribe and recommend agricultural practices and conservation solutions based on landscape- and parcel-scale resource concerns and landowner objectives.
- Prepare a range of professional documents including conservation plans, restoration plans, permit completion reports, standard operating procedures and white papers.
- Coordinate and facilitate workshops and demonstration events and occasional after-hour community meetings.
- Interact and maintain positive communications with numerous stakeholders.
- Provide technical assistance, conservation planning and practice implementation guidance to landowners and managers.

- Independently assess habitat and vegetation conditions, monitor water quality and restoration success, and consult on selection of Best Management Practices (BMPs).
- Contribute to and support strategic opportunities for partnerships, resources, and communications to advance program goals.

Minimum Requirements:

- BS degree or equivalent experience in agricultural science, crop science, agricultural business or related areas.
- Minimum 3 years project management experience in the natural resources field.
- Minimum 3 years experience planning, supporting, or implementing on-farm practices that improve resource conservation targets and enhance wildlife habitat.
- Strong organizational, problem-solving, and decision-making skills.
- Proficiency in ArcGIS and MS Office, and Google suites.

Desired Qualifications

- Familiarity and/or experience with CDFR and NRCS conservation practices and associated reports and plans, including Rangeland management, Nutrient management, Irrigation water management, and cover cropping
- Demonstrated hands-on experience in an agricultural operation, farm or ranch implementing on-farm practices
- Understanding of local soil, hydrology and climate conditions in the context of agriculture and rangeland
- Familiarity with local and State regulations, including the Central Coast Regional Water Quality Control Boards Irrigated LANDs Program and Agricultural Order 4.0, and the Sustainable Groundwater Management Act.
- The ability to speak, read, and/or write in Spanish, preferably agricultural vocabulary
- Experience with grant writing, contract management, procurement procedures, bid documents and contracts.
- Experience with research, trial design and and statistical data analysis
- Experience facilitating outreach events and coordinating educational resources

This role involves working across diverse outdoor landscapes encompassing different terrains, dense vegetation where contact with poison oak, ticks, and mosquitoes might occur. The conditions may vary between hot, cold, and wet environments. Additionally, the position entails working in a professional office setting where standard office equipment like computers, phones, copiers, calculators, and filing cabinets are regularly utilized.

The position is anticipated to begin in mid December, 2024.

How to Apply

Submission: Submit a cover letter describing your interest in the position and a detailed resume with three professional references to Jennifer Szeliga at jszeliga@coastalrcd.org. Please put "Sustainable Ag PM application" in the subject line. The position is open until filled and review of applications will start on October 14, 2024.

Notification: All applicants will be notified of the status of their application via email, generally within two to three weeks after the closing date.

Selection Process: The application materials for applicants meeting the minimum qualifications will be reviewed to select the best qualified for testing or interview. CSLRCD review committee may request a written test, performance test, and/or other assessment procedures before or after the interview process.