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JOB ANNOUNCEMENT Program Coordinator

Application Period Opens March 17th, 2025 and Open Until Filled.

The San Benito Resource Conservation District (SBRCD) seeks an individual with a passion for conservation and agriculture, and program coordination experience, to assist the Executive Director with implementing the [San Benito Wildfire Resilience Program](#) and other RCD programs, including pollinator and wildlife habitat implementation, conservation planning, and conservation technical assistance for historically underserved farmers and ranchers.

The SBRCD is a local Special District that provides free, non-regulatory, confidential assistance to landowners and land managers to address soil and water quality, climate resilience, and ecosystem health on private and public lands. The SBRCD is almost entirely grant funded and secures funding for the planning and implementation of conservation activities, such as:

- wildfire resilience planning and projects
- climate-friendly agricultural practices
- pollinator and wildlife habitat improvement
- water quality and water conservation projects
- soil health and nutrient management practices
- invasive plant identification and management
- stream restoration
- erosion control

The SBRCD is small and growing, and this position will help to build and sustain the capacity of the SBRCD going forward. This position offers substantial opportunity for career advancement.

We know our success depends on our employees and the work they do. We are committed to providing a collaborative and inclusive work environment that encourages growth and development; and acknowledges individual and team achievements.

JOB OVERVIEW

The Program Coordinator position is responsible for helping to administer the San Benito Wildfire Resilience Program (SBWRP), in concert with partner organizations. Duties will include planning and coordination of public workshops, public outreach about the SBWRP through various channels of communication, and updating the SBWRP pages on the SBRCD's website.

The position will work closely with the Executive Director to build the organizational capacity of SBRCD through a variety of activities, including coordination of on-the-ground projects, project monitoring, communications, and administrative duties. This is a professional-level position that will support the organization's growth. This position reports to the Executive Director.

HOURS, COMPENSATION, and LOCATION

This is a full-time, non-exempt position. The hours are flexible between 8am and 6pm, Monday through Friday, with occasional early, late, or weekend work. Starting compensation is \$25-30 per hour, depending on experience. Benefits (after successful completion of a 45-day probationary period) include: 9 paid holidays, 10 paid vacation days, sick leave, cell phone stipend, and an annual health care stipend. The position is based at the USDA Service Center in Hollister, CA. Partial remote work is negotiable.

The position is dependent upon a grant that expires in December 2025. However, there is significant opportunity for the right candidate to help write grants to continue the position into the future.

SPECIFIC RESPONSIBILITIES

- Serve as a key member of the core team implementing the State Coastal Conservancy-funded [San Benito Wildfire Resilience Program \(SBWRP\)](#), which will develop a county-wide wildfire resiliency and forest health plan
- Organize community workshops for the wildfire resiliency plan and/or other RCD programs
- Provide administrative support for the wildfire resiliency plan and other SBRCD grant-funded programs
- Ensure that the interests of agricultural landowners are represented in the final wildfire resiliency and forest health plan
- Conduct outreach to agricultural producers and landowners about RCD and USDA programs; coordinate farm and ranch site visits
- Attend relevant staff, Board, and committee meetings
- Conduct photo-monitoring of pollinator and wildlife habitat planting projects
- Assist with grant-writing to expand and extend SBRCD's programs
- Communications: Update and maintain the RCD website, which houses SBWRP information; Prepare an SBRCD email newsletter (quarterly)
- Reporting and Documentation: Keep detailed records of activities, including project outcomes and monitoring data. Prepare reports for supervisors, funders, and stakeholders
- Collaboration: Work closely with conservation partners, land managers (farmers and ranchers), and other team members to align activities with conservation goals
- Attend meetings, workshops and trainings with conservation partners (in-person and virtual). Occasional travel within the Central Coast region will be required
- Work with SBRCD staff, consultants, landowners, public agencies, and partners to ensure that activities comply with RCD policies and procedures
- Other duties as assigned

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE

- B.A. or advanced degree in environmental science, ecology, natural resources, agriculture, or a related field. Equivalent experience in agriculture or conservation will be considered.
- At least two years professional experience in conservation or agriculture
- Excellent written and oral communication skills, with ability to communicate to a wide variety of audiences
- Ability to work effectively as a team member and independently
- Strong organizational skills with exceptional attention to detail and accuracy
- Strict adherence to confidentiality regarding producers and landowners
- Strong interpersonal and customer service skills
- Familiarity with grant applications and grant management
- Proficiency in Microsoft Word, Excel, PowerPoint, and Adobe Acrobat
- Valid driver's license and proof of insurance
- Ability to occasionally lift and carry objects weighing up to 30 pounds
- Ability to work outdoors in various weather conditions and physically demanding environments

DESIRED KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE

- Knowledge or experience with wildland fire
- Bilingual Spanish/English speaker
- Knowledge and/or experience with USDA Natural Resources Conservation Service programs
- Knowledge of native plants, wildlife, and ecosystems
- Knowledge of sustainable agricultural practices, agricultural business, and agricultural policies/regulations
- Familiarity with ecological management techniques, such as prescribed burns and species monitoring
- Ability to use and maintain field equipment, including hand tools, power tools, GPS units, and data collection devices
- Proficiency in ArcGIS Online, and ArcGIS
- Experience with special districts and grant fund accounting preferred, local government and non-profit experience helpful

WORKING CONDITIONS

- Work is primarily performed indoors, but outdoor activities in a variety of weather conditions will also be required
- Physical activity, including walking, lifting, and occasional manual labor, is required
- Occasional weekend and evening work will be necessary for events and special projects

How to Apply Interested candidates please submit a cover letter, resume, and contacts for 3 references to info@rcdsanbenito.org. Applications will be reviewed as received.