



EMPLOYMENT OPPORTUNITY

Title: Watershed Conservation Coordinator (1 position)

Status: Full Time (32-40 hours/week)

Reports to: Executive Director

Application Deadline: First review of applications on July 31, rolling basis after that

Position Description

The Watershed Conservation Coordinator manages watershed stewardship programs, conservation/restoration projects, special projects, and community outreach for assigned watersheds/partner groups. The Coordinator also provides CCRCD program support, as needed. The position requires regular attendance and participation at meetings and events throughout the Alhambra Creek Watershed (and neighboring watersheds, as needed) including those involving creek groups, watershed councils, local government (cities, County), and various agencies. The position requires independent initiative to solve complex problems with limited resources in cooperation with CCRCD staff, partners, volunteers and clients. The Coordinator enthusiastically supports the CCRCD's public service mission to facilitate conservation and stewardship of the County's natural resources. The Coordinator is a team player with a diverse skill set who demonstrates integrity, a strong work ethic, high standards, and a personal commitment to enduring conservation results.

Primary Responsibilities and Duties

Watershed Coordination—85%

- Participate in meetings of watershed councils and creek groups throughout incorporated and unincorporated areas of the Alhambra Creek Watershed and the Pinole Creek Watershed, neighboring watersheds (as needed), as well as Countywide watershed conservation meetings.
 - Provide staff support for the Alhambra Watershed Council and Friends of Pinole Creek Watershed
 - Participate in Friends of Alhambra Creek meetings and provide support as needed.
 - Participate in Peyton Slough Wetlands Advisory Committee meetings
- Organize and implement stewardship activities including creek cleanups, trash assessments, restoration/volunteer work days, and tabling at events.
- Organize and facilitate events (e.g., workshops, webinars, tours) for watershed groups, the public, and CCRCD staff members. These may include, but are not limited to, California Coastal Cleanup Day events, Martin Luther King Jr. Day of Service events, Earth Day/Week events, and May Watershed Awareness Month events.
- Inform/educate the public about current watershed issues and other environmental topics.
- Train volunteers in local creek groups to practice and lead stewardship of their local creeks/watersheds.



- Assist volunteers who approach the CCRCD to plan and/or perform environmentally-focused community service and restoration projects. Volunteers may include scouts, school or church groups, clubs, National Charity League members, etc.
- Provide support (including grant-writing assistance, outreach, and event facilitation) for Alhambra Watershed Council sub-groups, and other groups, as requested.
- Visit creeks, gardens, parks, farms, and other sites to assess conservation opportunities, to learn about in-progress or completed restoration projects, and to communicate with landowners and land managers regarding site-specific natural resource issues.
- Actively seek out opportunities to strengthen existing watershed-focused partnerships and start new, fruitful partnerships. This may involve participating in or facilitating strategic meetings with the CCRCD ED, Board, and/or staff; drafting MOUs and/or letters of support; and organizing meetings and/or phone calls with potential partners.

CCRCD Program Support—10%

- Assist the CCRCD ED, staff, and Board with new program development.
- Identify fundraising opportunities and prepare grant proposals.
- Attend workshops, conferences, and webinars to gain knowledge of conservation topics and watershed issues.
- Regularly provide content to the CCRCD social media coordinator for use on the CCRCD website and/or social media.
- Write and edit articles for the CCRCD Annual Report.
- Create and deliver presentations about CCRCD programs and projects at CCRCD Board meetings, community events, meetings, conferences, and workshops.
- Provide support for CCRCD fundraising events and campaigns.
- Prepare monthly staff reports for the CCRCD ED and Board.

Other duties as needed –5%

- Including administrative duties of RCD Staff (attending Staff Meetings, Board Meetings as needed, submitting expense reports, timesheets, etc.)

Desired Knowledge, Skills, and Experience

- Bachelor's degree with coursework and/or certificates in watershed management, natural sciences, botany, horticulture, biology, resource management, public policy, nonprofit management, and/or a related field.
- Proficiency with Flodesk, Canva, and Adobe Creative Suite.
- Working knowledge of pollinators and pollinator habitats.
- Working knowledge of the flora and fauna of terrestrial, wetland, and aquatic habitats of Northern California and the East Bay Area.
- Familiarity with ESRI Arc GIS (and related apps) and community science apps (iNaturalist, eBird, Calflora, etc.).
- Knowledge of and respect for federal, state, and local environmental policies and regulations.



Contra Costa Resource Conservation District
2001 Clayton Road, Ste. 200
Concord, CA 94520

CCRCD.org (925) 672-4577 x4

Minimum Qualifications

- Graduation from a four-year college or university
- Sufficient academic, professional, and/or volunteer experience to acquire a working understanding of key physical and biological processes influencing watershed functions and the consequences for land management.
- Excellent communication skills, strong writing skills, and demonstrated public speaking ability.
- Experience leading volunteers and respect for diverse backgrounds and perspectives.
- Ability to work independently with minimal supervision.
- Ability to work cooperatively with diverse stakeholders.
- Strong work ethic and organizational skills, including the ability to prioritize daily and long-term objectives, manage complex multi-organizational projects effectively, and meet deadlines. Attention to detail and reliable follow-up skills are critical.
- Ability to adapt and being flexible to changing work plans when new projects or meetings occur
- Fast learner with a “can-do” attitude willing to take on new tasks
- Ability to travel to and from work sites and meetings

About Contra Costa Resource Conservation District (CCRCD)

CCRCD is a non-regulatory, special district of the state whose mission is to facilitate the stewardship and conservation of natural resources in Contra Costa County.

Work Environment

Work and office hours are typically during business hours, however, the position requires periodic work during early morning, evening, and weekend hours to fulfill client, partner, and CCRCD needs. The primary workplace is the Industrious Concord in downtown Concord, CA. Public speaking at meetings and community events is required. Fieldwork is required. Local travel within Contra Costa County and occasionally within the greater Bay Area and Sacramento-San Joaquin Delta is required. Per the CCRCD’s personnel policy, employment is at-will.

Physical Requirements

The primary workplaces are offices with moderate noise level. Long hours required at a computer under artificial lighting. Repetitive hand use, hand/eye coordination, and extended periods of sitting or stationary activity in front of a screen is required. The ability to hike up to 1 mile over uneven terrain, in remote areas, with exposure to a wide range of adverse weather conditions (heat, cold, wind, rain, etc.), and to safely climb steep creek embankments may be required. Ability to lift 15 lbs is required.

Compensation

CCRCD offers a competitive salary commensurate with experience, with an expected pay range between \$23-29/hour depending on qualifications and experience. Employees working 30-40 hours per week receive 100% medical coverage, pro-rated holiday, sick, and vacation benefits, and access to a voluntary deferred compensation program.



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To Apply

If interested, please send a cover letter and resume to Chris Lim, Executive Director, at clim@ccrcd.org or to 2001 Clayton Rd Suite 200, Concord, CA 94520. For more information, please visit the CCRCD website at <http://www.cccrcd.org> or contact Chris Lim at (925) 269-9190.

CCRCD is committed to creating a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Our work serves all communities, including those marginalized or underserved. We strongly encourage applications from people who share similar experiences with these communities.