



CALIFORNIA RESOURCE CONSERVATION and DEVELOPMENT COUNCILS ASSOCIATION

VACANCY ANNOUNCEMENT PROGRAM MANAGER

*Great opportunity for someone wanting to help make a difference
in resource conservation and community sustainability*

Location: Flexible but headquarters in Yreka, Siskiyou County, CA

Status: 40 hours/week @ \$33/hour

Seeking an enthusiastic and detail-oriented person to lead our agricultural and forestry intern workforce development program funded by the Natural Resources Conservation Service (NRCS). A can-do attitude is sought for that individual who is welcoming to all people, and a good fit for our culture of respect. Enthusiasm for making a difference is essential, and familiarity with agriculture and/or forestry is desired.

You would work under the supervision and mentorship of our Board of Directors to support your expansion over one year of an intern workforce development program for deploying in year 2 and beyond at five Resource Conservation and Development Councils (RC&D Councils). You would engage with several local offices of the NRCS, Resource Conservation Districts (RCDs), and local colleges to establish relationships and develop procedures for a future paid internship program to recruit students and recent graduates in land-based technical fields for careers in natural resource management and protection.

Duties and Responsibilities

Manage NRCS grant NR239104XXXXC018 to develop a “workforce development pipeline for RC&D Councils, NRCS, RCDs, and similar entities that will recruit interns to perform climate-smart work while advancing a workforce of diversity, equity and inclusion.” Grant management means taking actions to meet milestones and deliverables, report on progress, track expenditures, prepare invoices for reimbursement, and other standard grant oversight activities. No grant management experience is required, but is desirable; training in grant management is provided.

Specific work includes tasks to:

- Reinforce existing connections and develop new partnerships with local NRCS representatives for deploying interns within NRCS offices;
 - Assist 5 RC&D Councils to reach out to local NRCS & RCD offices to explain program, future timeframe, and program logistics, plus receive their feedback for future program modifications
 - Assist 5 RC&D Councils in capturing information gained
- build capacity within our Association to develop a partnering prototype for a sustainable future workforce pipeline program



- develop a deep penetration plan for recruiting from our neighborhood educational institutions (community colleges and four-year colleges)
- Produce a final product that is a comprehensive workforce plan for recruiting, hiring, and deploying interns within local and regional NRCS offices

Travel across Northern California is required. The Program Manager will receive training and work closely with others, and will regularly report on progress to the Board of Directors.

Desired Background, Knowledge, Skills and Abilities

- Strong writing skills
- Good organizational skills
- Minimum of Bachelor's degree, or the equivalent
- Familiarity with education, agriculture, urban farming, forestry or related fields
- Basic computer familiarity with word processing, spreadsheets, etc
- General office skills and ability to manage calendars and deadlines

Benefits: An annual stipend of \$6,000 is provided to support health benefits. Ten paid holidays, and ten vacation days are included.

More Information: <http://www.crcanddca.org>

To Apply: please email your background or informal resume with a brief statement of your interest in the position to: crcanddca@gmail.com

After screening your information, we will arrange an interview to chat with you and see if we have mutual regard for working together!