



CONSERVATION TECHNICIAN JOB DESCRIPTION

Employer:	Marin Resource Conservation District (MRCD or District)
Work Location:	Point Reyes Station, CA with option partial remote work from approved location
Status:	Full-time position for 2 years, and possibly longer dependent upon funding availability
Salary:	\$26 - \$34 (dependent on experience)
Start Date:	May - June 2024

Our Mission

To conserve and enhance Marin's natural resources, including: soil, water, vegetation and wildlife. It is our belief that the health of the county's natural landscape is dependent upon a robust agricultural economy and the active preservation of our agricultural heritage. In addition, it is our firm conviction that the agricultural productivity of the county is dependent upon the diligent application of practices which conserve and enhance our natural resources. The benefits of our program extend from individual landowners, to the immediate community and the public at large.

Position Summary

The key responsibility of this early career position is to facilitate the delivery of MRCD agricultural programs by providing technical assistance to landowners, MRCD staff and partners for the enhancement of on-farm ecological benefits, mitigation of global climate change, and improvement of agricultural productivity and agroecosystem resilience.

Note: This job description is not intended to be all-inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

General Job Duties:

The following job duties represent primary job expectations:

1. AGRICULTURE PROGRAM TECHNICAL ASSISTANCE

- a) Process and organize intake information and documentation for land managers requesting technical or financial assistance with the planning and implementation of conservation practices. Work with MRCD's Programmatic and Technical Staff to match landowner requests with MRCD funding sources and then support the follow up communication with landowners regarding whether or not their project can be funded now or if they are on a waiting list.

- b) Assist MRCD Technical and Programmatic Staff with the completion of Carbon Farm Plans, specifically reviewing and updating at least three unfinished plans to bring them to completion.
- c) Provide technical support to the MRCD's Technical Staff with agricultural fieldwork and GIS work, specifically helping the sampling effort associated with Carbon Farm Plans. Explore the possibility of expanding field sampling work with MRCD's Technical Staff and assist with the development of that expansion as necessary.
- d) Organize and implement educational activities, trainings, workshops, and field tours in partnership with the North Coast Soil Hub, Point Blue Conservation Science STRAW team and MRCD's Technical and Programmatic Staff. Prepare and present educational materials (pamphlets, handouts, outreach materials PowerPoint presentations etc.) at these events. Specifically, coordinate at minimum the following Carbon Farm education deliverables: two workshops, two peer-to-peer learning events. and a symposium.
- e) Review conservation practice standards and the application of new tools to improve RCD programming. This may include NRCS implementation standards, resource identification tools, data management and mapping tools, and/or monitoring protocols such as Point Blue's Rangeland C Monitoring Protocol.
- f) Provide additional grant management support as necessary.

2. DISTRICT DUTIES

- a) Work as a team with other MRCD staff to carry out the mission of the District.
- b) Provide assistance as needed to the Executive Director to complete necessary reports and project-related administrative tasks.
- c) Coordinate with other MRCD team members to identify program priorities and needs based on stakeholder feedback, agency funding priorities, and the MRCD's mission.
- d) Assist in preparation of grant proposals and contracts. Communicate and convey with MRCD staff, agencies and funders on scopes of work, timelines, and deliverables.
- e) Represent and promote the District within the community at all times.

REQUIRED QUALIFICATIONS

This position requires the following skills:

- B.S. or B.A. degree in Soil Science, Natural or Applied Sciences (e.g. Watershed Management) or equivalent education and experience. Knowledge of agriculture, rangeland management, and weed management.
- Ability to work collaboratively on a team as well as independently
- Ability to walk on rugged terrain, be on your feet for long periods of time, lift and carry supplies, and use hand-held equipment during all seasons.
- Innovative problem-solving abilities, flexibility, strong desire to learn
- Demonstrated excellent verbal and written communication skills to communicate with landowners, community groups, government agencies, or the general public. Provide a writing sample if requested.
- Ability to develop and conduct presentations

- Ability to prioritize and multitask efficiently
- Proficiency in Microsoft Office suite, social media platforms, and website management
- Able to think creatively and develop innovative solutions
- Strong organizational and coordination skills
- Valid California driver's license, clean driving record, and automobile insurance.

PREFERRED QUALIFICATIONS, KNOWLEDGE & ABILITIES:

- Knowledge in one or more of the following areas: watershed stewardship, natural resource management, hydrology, soil science, native plant and animal communities, restoration ecology, fisheries, water resources and conservation, or similar field
- Familiarity with local flora and fauna
- Experience coordinating projects
- Experience working with watershed, restoration, or other conservation groups
- Experience writing grant applications and reporting
- Experience with community engagement
- Proficiency in Spanish
- Training and/or relevant experience implementing JEDI (Justice, Equity, Diversity, and Inclusion) principles and practices

To Apply:

Send resume and cover letter to nancy@marinrcd.org by Wednesday, April 10, 2024 (5:00 pm PST) to be in the first round of reviews.

Benefits:

Benefits include: State of California Workers' Compensation Insurance, Social Security, 401K Retirement Package with employer match up to 10% of compensation. The District provides Marin County holidays, paid time off, health and dental insurance stipends. Eligible for annual 3% raises and professional development stipend.

The Marin RCD is an equal opportunity employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.