



Amador Resource Conservation District  
12200 B Airport Road, Jackson CA 95642

Vacancy Announcement  
**Natural Working Lands Project Manager**  
October 2025

The Amador Resource Conservation District (ARCD) is currently accepting applications for the position of Natural Working Lands Project Manager to coordinate and administrate project planning and implementation, and provide technical assistance on current and future projects that address natural resources management of natural and working lands on single private properties as well as landscape scale projects. Project Management and Technical Assistance includes working with producers, landowners, contractors, resource stakeholders, conservation partners, funding entities, and the ARCD team to plan and implement projects.

Project focuses will include wildlife/pollinator habitat restoration and enhancement, working lands resiliency and durability, open space active management, and the implementation of climate smart practices on agricultural lands.

The Project Manager will accelerate regionally appropriate and climate resilient working lands management through land manager engagement on technical and financial programmatic navigation, with a strong emphasis on education and outreach, and project coordination. The team member will assist with regional needs assessments, fund development, and strategic planning for ARCD's natural and working lands technical capacity.

The position comes with a strong focus on helping build the capacity of the Amador RCD Natural and Working Lands Team and working within the AACT Natural & Working Lands Hub in partnership with neighboring districts. The Project Manager will report to the ARCD Executive Director.

The ARCD is a local district of government that aids private landowners to address natural resource concerns. ARCD is organized under the California Public Resources Code, Division 9, a Special District of the State, and is led by a five-member, volunteer Board of Directors appointed by the Amador County Board of Supervisors. The ARCD is a dynamic not-for-profit entity, with staff who implements the Board of Director's Annual Plan and Long-Range Plan to address resource concerns and opportunities within the County.

ARCD is seeking applications from an individual for a full-time at-will employee to provide technical assistance to landowners and project management. The position is expected to be funded for at least two years but is contingent upon available funding. This team member will work with staff to apply for grants to continue to fund this position.

This position offers a flexible hybrid schedule, combining remote and in-office work. Regular in-person meetings and site visits to farming/ranching operations across Amador County are required. The Amador RCD Office is located at 12200 B Airport Road, Jackson, CA.

#### REQUIRED QUALIFICATIONS:

- Ability to develop grant applications and administer grant tracking and reporting.
- Experience with project development and management, including planning, budgeting, stakeholder coordination, timeline development, performance tracking, and contract management to ensure successful project delivery.
- Experience in natural and working lands and/or natural resources project planning and management.
- Experience in agriculture.
- Experience working with and educating private landowners and agricultural producers about natural and working lands best management practices, nature-based solutions, and technical and financial assistance programs.
- Ability to assist landowners/producers with project planning and applications, practice implementation, and verification and monitoring. Knowledge of pollinator/wildlife habitat restoration/enhancement implementation and best management.
- Bachelor's degree in Natural Resources, Soils, Agriculture, Environmental Science, OR equivalent education and experience.
- Ability to lift up to 40 pounds and walk on uneven terrain for an extended period of time.
- Valid CA State driver's license and proof of insurance.
- Ability to pass security clearance; including reference check, background investigation, and/or criminal history inquiry.

#### DESIRED QUALIFICATIONS:

- The ideal candidate would have a technical certification/professional license, though not required.
- Experience conducting resource inventories and analyzing the data for development of conservation plans and grant applications.
- Knowledge and experience working with computers. Ability to type and use Microsoft Office programs, including Word, Excel, Teams, Access and Publisher, and GIS software programs.
- Professional knowledge of a wide range of soil and water conservation principles, methods, and techniques sufficient to skillfully assess, analyze and evaluate environmental concerns.
- Knowledge and experience using standard office equipment, including copier and special equipment.
- Strong verbal and written communication skills.
- Strong customer service skills, including experience working with private landowners and agricultural producers.
- Strong organizational and collaborative skills.
- Experience and knowledge of natural resources and agriculture in the California Foothills and/or Amador County.
- Knowledge of agricultural working lands and open spaces, and understanding of soil health principles, ecosystem processes, ecological functions, and best management practices.
- Strong ability to interpret and follow rules and regulations.

#### DUTIES:

##### **Project Manager Roles/Responsibilities**

- Project development and management, including planning, budgeting, timeline development,

performance tracking, and contract management.

- Collaborate with partners and stakeholders to develop, fund, and implement agricultural and wildlife habitat programs, and other projects as needed such as implementation funding, climate resilience planning, and wildlife/pollinator habitat restoration.
- Build partnerships and coalitions that support natural and working lands climate solutions by streamlining communication and collaboration among regional partners, including UC Cooperative Extension, USDA NRCS, agricultural associations, universities, and others.
- Work with the Executive Director and ARCD staff in strategic planning, including developing grant project scopes of work and timelines, programmatic services and processes, and data management for grant reporting, impact evaluation, and project identification.
- Under the supervision of the Executive Director, manage contracts with funders, consultants, and subcontractors.
- Work with supporting staff to manage project budgets, invoicing, and reporting.
- Coordinate with project partners and consultants to develop environmental documentation and permits.
- Coordinate the development of project designs and logistics for project implementation.
- Oversee and implement project deliverables for the Amador RCD grants under the Natural and Working Lands Program, as assigned.
- Provide oversight of implementation activities, including photo and biological monitoring.
- Oversee monitoring activities, including collecting data in the field, data entry, equipment preparation, and maintaining supplies.
- Support regional efforts in relation to Agriculture and Natural and Working Lands.
  - Help coordinate and build RCD conservation technical assistance and planning capacity within the Hub.
  - Work with local partners and stakeholders and coordinate local and regional meetings to determine the specific needs of agricultural producers, other land managers, and technical assistance providers in the region.
  - Assist with the development of education and outreach activities, including workshops, field days, and webinars for farmers, ranchers, forestry land managers, agricultural conservation partners, and other stakeholders.
  - Support Hub-based grant proposal coordination, writing, and execution.
  - Provide input, research, and feedback on regional planning efforts that relate to Agriculture/Natural & Working Lands.
- Assist staff on other projects as appropriate.
- Assist in the training and oversight of technical assistance provider(s).
- Work with ARCD staff to develop a landowner/producer selection process for participation, natural resource management strategies and projects, and implementation assistance to landowners/producers.
- Provide Technical Assistance to landowners and partners as needed, see TAP roles & responsibilities below.

- Assist with training and general oversight, as needed, of Technical Assistance providers, as related to assigned projects.
- Assist in developing information and educational products for the public and landowners.
- Coordinate ARCD's natural and working land outreach and educational activities, including general outreach at community events to promote ARCD's natural & working land services, production of materials (newsletters, pamphlets, surveys, etc.), and educational events (field days, workshops, peer-to-peer learning, information sessions, etc.) to promote best management strategies and practices
- Grant writing and reporting.
- Facilitates cross-program learning and collaboration among staff, including attending staff meetings and other periodic cross-program learning and team-building opportunities.
- Perform other duties as assigned.

#### **Technical Assistance Provider Roles/Responsibilities**

- Implement project deliverables for ARCD; in particular, tasks and deliverables in grant agreements.
- Meet with private landowners to educate them about federal, state, and private financial and technical assistance programs for natural resources management and best management practices planning and implementation, conservation planning, project planning, monitoring, and grant contracting.
- Assist landowners in restoring and/or enhancing pollinator/wildlife habitat on private lands. The ARCD has funding from the Wildlife Conservation Board to install pollinator/wildlife habitat on natural and working lands.
- Work with ARCD staff to develop a landowner/producer selection process for participation, natural resource management strategies and projects, and implementation assistance to landowners/producers. Document existing natural resource conditions on private cropland, grazing lands, and natural habitat as well as landowner land and resource management goals and objectives.
- Develop resource inventories and maps related to conservation conditions. Review resource inventories with landowners/producers to support land and natural resource management decisions and practice implementation in alignment with landowner/producer objectives.
- Conduct and/or work with RCD staff and/or contractors to conduct biological or cultural resource surveys as required.
- Assist landowner/producer with practice implementation requirements as specified in conservation contracts, providing both remote and in-person guidance instructions to ensure landowner/producer understanding of requirements prior to implementation.
- Conduct in-field monitoring and support landowners/producers with monitoring and verification requirements of implemented practices as required under grant and conservation contracts.
- Perform other duties as assigned.
- Assist in developing information and educational products for the public and landowners.

COMPENSATION: \$36.12/hour- \$46.11/hour based on demonstrated experience and the ability to work independently. Benefits include 2 weeks of paid vacation and 2 weeks of sick leave. ARCD offers a CalPERS 457b Retirement Plan with an employer match of up to 7.4% for full-time employees. The ARCD covers up to \$650/month of the employee's chosen ARCD group health plan premium or a monthly stipend if covered by another plan.

PROPOSAL APPLICATION AND SUBMISSION:

*Copies of this vacancy announcement are available on the Amador Resource Conservation District website at:*  
<https://www.amadorrcd.org/employment>

Application Packet should include: Cover letter, resume, and list of at least three work references.

Position is open until filled; position may be filled anytime during the application period. Electronic copies of the application packet addressing all criteria must be received at the latest by November 14th, delivered to [Dana@AmadorRCD.org](mailto:Dana@AmadorRCD.org)

If you have further questions about this employment opportunity, please contact Amanda Watson at (209) 217- 1090 or [Amanda@AmadorRCD.org](mailto:Amanda@AmadorRCD.org)