



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

POSITION ANNOUNCEMENT  
EDUCATION COORDINATOR

The Amador Resource Conservation District (ARCD) is currently accepting application for the position of Education Coordinator to develop and carryout education and outreach efforts. The Coordinator will also help identify funding needs and potential sources to support education programs and will establish project budgets and be responsible for project implementation and evaluation.

The ARCD is a local district of government that provides assistance to private landowners to address natural resource concerns. The 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.

The ARCD works closing with the Amador Fire Safe Council (AFSC) a non-profit organization that develops and implements fire prevention projects within Amador County. The Education Coordinator will provide assistance to the AFSC Coordinator on several projects as assigned.

**Essential Functions:**

This position is responsible for developing and coordinating education efforts, outreach efforts and providing technical assistance on several ARCD programs. The position may also entail working with ARCD partners, such as AFSC, to provide assistance in educating and coordinating education efforts. The Education Coordinator will report to the ARCD District Manager to develop communication strategies and develop successful partnerships to achieve community engagement.

The position will be responsible for education and outreach across a wide variety of natural resource issues; such as water quality, fuels reduction, fire prevention, and soil health. This is a dynamic position and requires a person who is well organized and has the ability to prioritize tasks and deliverables between multiple projects.

There are three main components of this position: outreach/education coordination, project development/coordination and administration/other support, the associated main tasks for these components are listed below.

*Outreach Coordination:*

- Support development and implementation of outreach strategy including content creation for publications, advertisement campaigns, and displays.
- Develop, coordinate, and advertise workshops and events on a variety of conservation topics and for a variety of audiences, including farmers, youth, general public, and underserved populations.
- Coordinate outreach to the Sacramento/Amador Water Quality Alliance Members, including: workshops, trainings, newsletters, membership requirement updates/mailings, and one-on-one assistance with paperwork.

- Coordinate outreach to Firewise Communities, Road Associations, and other community organizations to collect ‘Rights of Entry’ paperwork for fire prevention projects. Assist these organizations with the development of outreach opportunities.
- Provide technical assistance to landowners for developing applications for and implementing healthy soils practices.
- Develop education and outreach materials and presentations for RCD programs and projects in collaboration with RCD staff and other partners.
- Coordinate RCD outreach through social media, monthly e-newsletters, and e-blasts.
- Assist with management of the RCD website.
- Represent the RCD at community events, meetings, and workshops in a professional manner.
- Develop and implement appropriate tabling activities based on anticipated audience.

*Program Development/Coordination*

- Write grant proposals to support and sustain current and future programs.
- Possess qualities of tact, patience and understanding in order to maintain and foster the long-term relationships necessary for the success of the program coordination/development process.
- Facilitate meetings with staff and partners.
- Work with partners as needed to integrate the RCD into relevant conservation efforts.
- Represent ARCD at partner meetings, stakeholder forums, special events, and public presentations
- Other duties as assigned by management/program manager,

*Administration and Other Support:*

- Prepare project reports and ensure compliance with grant/contract requirements, including budget/deliverable tracking.
- Interact and maintain positive communications with numerous stakeholders (community groups, local, state, and federal agencies, educators, environmental and other non-governmental organizations, etc.).
- Identify funding sources and prepare funding requests to support RCD programs.
- Under the direct supervision of RCD staff, assist with other activities as needed, including landowner site visits, program evaluation, and data entry.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have strong communication skills and be highly organized. Must be comfortable with technology, and have the ability to produce neat correspondence, documents and forms; Working knowledge of Microsoft Programs and experience with databases is required. Candidates must be able to self-direct their work and to work cooperatively with others, and have the ability to present themselves in a friendly and professional manner to the public. To perform the assigned duties, the employee may be required to work outside of regular work hours (8-5 Monday through Friday), with some night meeting obligations. Must have a valid California driver’s license, clean driving record, and current auto insurance.

**Required:**

- 2-5 years of experience with progressive responsibilities in the field of conservation, or another related field.
- Demonstrated experience developing and implementing conservation programs.
- Computer skills including knowledge of all Microsoft Office applications, Google suite, and database management.
- Experience with public outreach, customer service, and conflict resolution.

- Willingness to work on some weekends and holidays.

**Preferred:**

- 4-year degree in a related field.
- Demonstrated experience identifying and securing funding through grants and/or other funding mechanisms and managing budgets.
- An understanding of Conservation Districts, Fire Safe Councils and a familiarity with Amador County's conservation focus areas.

**Skills and Abilities:**

- Solution-oriented with strong interpersonal relationship skills to communicate, coordinate, problem-solve, and work effectively as a member of a team
- Ability to apply learned knowledge rapidly while managing challenging situations
- Computer skills including knowledge of all Microsoft Office applications, website applications, and database management
- Excellent written and oral communication skills, and ability to apply this knowledge to directing stakeholder group coordination
- Skill in facilitating meetings, identifying agency roles and responsibilities and delegating tasks
- Skill in establishing and maintaining work relationships with public and private entities, community leaders and partnering agencies
- Possess tact and have the ability to negotiate for maintaining and fostering long-term partnerships
- Skill in oral presentation techniques to facilitate stakeholder meetings and make presentations to community groups

**Compensation:** Flexible: 50% FTE to start with the possibility to increase to 75%-100% FTE depending on funding. This at-will position is funded for one year, and continued employment is contingent on additional funding. Pay range for this position is \$27.00/hour to \$30.00/hour (based on experience and ability to work independently).

**Proposal Application and Submission:**

*Copies of this vacancy announcement are available on the Amador Resource Conservation District website at: [www.AmadorRCD.org](http://www.AmadorRCD.org)*

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 package addressing all criteria should be sent to the following email address:

**[Amanda@AmadorRCD.org](mailto:Amanda@AmadorRCD.org)**

Please use the email subject: Education Coordinator Application

If you have further questions about this opportunity, please contact Amanda Watson at (916) 612-5163 or [Amanda@AmadorRCD.org](mailto:Amanda@AmadorRCD.org)