



## **AGRICULTURAL CONSERVATION SPECIALIST**

### Position Description

#### **ORGANIZATIONAL BACKGROUND**

The mission of the Ventura County Resource Conservation District (VCRCD or District) is to collaborate with landowners, government agencies, and other willing partners to facilitate the conservation and restoration of Ventura County's natural resources. VCRCD is a special district of the State of California, and is primarily funded by grants. The District is one of 100+ Resource Conservation Districts (RCDs) in California and belongs to the California Association of RCDs (CARCD). VCRCD is governed by a board of seven Directors elected for four-year terms. Please visit our website at [vcrcd.org](http://vcrcd.org) for more information about the District.

#### **GENERAL JOB DESCRIPTION**

The **Agricultural Conservation Specialist** is expected to use their academic and working background in agronomy, crop science, natural resource conservation and environmental science to assist landowners in areas such as irrigation and nutrient management, soil health and climate resilience, and the implementation of cropland and rangeland stewardship practices. In collaboration with senior staff, the **Agricultural Conservation Specialist** will fulfill a range of duties including office and administrative tasks, environmental sampling (soil, water, tissue), data collection and analysis (field loggers and online data portals), biological monitoring (plants, pollinators, wildlife), and outreach (education and engagement, direct and online). Ultimately, the **Agricultural Conservation Specialist** is expected to acquire the skill sets and knowledge needed to support the District's mission and achieve VCRCD's strategic priorities. This will entail collaboratively developing new projects and programs and submitting grants to fund these efforts, independently managing projects and programs in accordance with their interests and skill sets, and fostering new partner and stakeholder relationships by representing the District at local and regional meetings.

#### **PREFERRED QUALIFICATIONS**

- MS with 2+ year's work experience, or BS with 5+ year's work experience, in Agriculture, Crop Science, Rangeland Science, Natural Resource Management, Environmental Science, or similar
- Background and field-level work experience related to sustainable agriculture, agricultural restoration, agricultural research, habitat and ecosystem services, and conservation planning. Project management experience in these areas is a plus
- Environmental research and field experience, especially in project design, data collection, and data assessment
- Strong partnership building skills - ability and desire to work with a diverse group of people, to include state, federal, tribal, and non-government personnel, local farmers and ranchers, and the general public
- Exceptional verbal and written communication skills, organized and detail oriented
- High level of proficiency with Microsoft Office Suite (Excel, Word, Publisher, etc.) and experience using ArcGIS or comparable geospatial software
- Adaptive thinker, creative problem solver, resourceful, and self-motivated, but team-oriented

- Knowledge of the principles of grant writing. Grant writing experience is a plus
- Comfortable with occasionally long work hours, short grant-driven timelines, and field-work or conference travel

#### **DUTIES & RESPONSIBILITIES**

- Conduct field visits and collect field data on a variety of land-use types and terrains
- Summarize, collate, or otherwise prepare field notes and field data for assessment
- Evaluate and summarize reference materials and initiate drafts of technical reports
- Assist with outreach and educational events, technician or participant as warranted
- Research and write grant proposals for District programs and projects as needed
- Actively seek funding sources that continue and expand the work of the VCRC
- Prepare reports for the Executive Director and/or the Board of Directors on projects and program progress as needed
- Attend meetings and hearings on matters related to District programs, projects, grants, and/or general operations at VCRC's request
- Promote VCRC's mission and services within the community, among landowners, partners, local agencies and organizations, and elected officials
- Contribute to short- and long-term organizational planning and strategy as a member of District staff
- Any additional duties that may be deemed essential to the function of VCRC by the Executive Director and/or Board of Directors

#### **LOCATION**

The VCRC office is located at 3380 Somis Road, Somis, CA 93066. The District provides services throughout Ventura County, however.

#### **WAGE**

Hourly Full Time (32-40 hours per week)

Salary Range: Starting at \$30.25-\$36.60 per hour depending on experience.

#### **BENEFITS**

Health, dental, vision, and 3% IRA matching contributions. VCRC provides unemployment, workers' compensation, Social Security, Medicare at the going rate. State Disability (SDI) is paid by the employee. Paid leave time.

#### **OTHER**

Mileage: If VCRC vehicle is not available, mileage will be paid for personal vehicle usage at the current Federal rate. Must have a clear DMV record.

#### **HOW TO APPLY**

Email cover letter, resume, and writing sample (preferably from a grant application) to [debragillis@sbcglobal.net](mailto:debragillis@sbcglobal.net). Position to be filled immediately. Please include "Agricultural Conservation Specialist" in the email's subject line.

**Applications accepted through Friday, March 4, 2022 at 5:00PM PST.**