



# Humboldt County Resource Conservation District

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## **Forest Health Watershed Coordinator**

### **Term / Full-time / Exempt**

#### **Background**

The Humboldt County Resource Conservation District (HCRCD) is a Special District that works to implement a range of agricultural enhancement and habitat restoration projects to improve and protect natural resources and wildlife habitat on private and public lands. The HCRCD has entered into a Memorandum of Understanding (MOU) with eleven (11) other North Coast Resource Conservation Districts to increase regional coordination and collaboration and expand program impacts in the North Coast Region. Under the MOU, HCRCD has partnered with seven (7) -of the eleven Resource Conservation Districts (RCD): Trinity County RCD, Mendocino County RCD, Sonoma RCD, Gold Ridge RCD (located in Sonoma County), Lake County RCD, Napa County RCD and Marin RCD to host a Forest Health Watershed Coordinator position. This position is funded through the California Department of Conservation's 2018 Forest Health Watershed Coordinator Program, which is designed to facilitate watershed-scale collaborations, promote integrated watershed management efforts, and support local implementation activities to restore resilience to forestlands consistent with the California Forest Carbon Plan and Executive Order B-52-18.

The Forest Health Coordinator will work throughout thirteen (13) HUC 8 watersheds in the North Coast region, including Big Navarro Garcia; Upper Cache; Gualala-Salmon; Lower, South Fork, Middle Fork, and Upper Eel River; Mattole; Russian River; Tomales-Drake; Putah; and San Pablo Bay to expand and improve forest management and enhance forest health and resilience. This region encompasses over 20,000 square miles, including approximately 400 miles of coastline and abundant wilderness, along with agricultural areas and some urban centers. Coastal, upland, riparian, and aquatic habitats support diverse plant and wildlife populations, including some of the last viable salmon runs in the state and large tracts of mature coast redwood forest. North Coast forests are projected to be at risk due to climatically-driven stressors; this has been proven by the record-breaking number of destructive and deadly wildfires in the region.

#### **Role of the Forest Health Watershed Coordinator**

The Forest Health Watershed Coordinator's work will expand and improve forest management to enhance forest health and resilience in the 13 watersheds, by focusing on developing projects and opportunities that increase the rate of carbon sequestration in forests and

watersheds, reducing greenhouse gas (GHG) emissions, and improving watershed health and resilience in the region. The Forest Health Watershed Coordinator will achieve this by developing funding opportunities for this work in a thoughtful, prioritized, and coordinated fashion. The Forest Health Watershed Coordinator will build closer relationships between regional RCDs, agencies and local groups, develop joint programs, and provide a more unified voice in decision-making around natural resource management concerns and public funding.

The Forest Health Watershed Coordinator will help to support the sustainability of natural resource-based industries (e.g. logging, timber milling, aggregate mining, fishing, livestock, dairy, vineyards, wineries, tourism, and recreation), which provide the foundation for the region's economy, through sound resource management prioritization and project funding. Forest management in the North Coast region is also imperative for retaining and optimizing some of the state's largest carbon stocks, as well as for the protection of habitat for a significant number of federally- and state-listed species that are reliant on high-quality year-round instream water.

Two years of funding is available through the Department of Conservation Forest Health Watershed Coordinator Program to support the Forest Health Watershed Coordinator position.

#### **Relation to HCRC D Staff and Others**

The Forest Health Watershed Coordinator position will be administered by HCRC D. HCRC D has entered into a Memorandum of Understanding with seven (7) other Resource Conservation Districts to support this position throughout the RCDs' districts. The Forest Health Watershed Coordinator should expect to work closely with HCRC D and the 7 RCDs to develop plans, goals and objectives and to track progress. The Forest Health Coordinator will also work with other partners in the region such as local, state, and federal agency representatives; federally recognized California Native American tribes and non-federally recognized California Native American tribes; agricultural groups; landowners; Fire Safe Councils; environmental groups; non-governmental organizations; and other stakeholders.

#### **Position Responsibilities**

The position requires a highly motivated, self-directed, and creative individual dedicated to clear communication and stakeholder engagement and with the ability to synthesize technical information, prioritize activities, manage and build relationships throughout a large and diverse geographic region, and maintain an appropriate level of communication with RCDs and project stakeholders. The successful applicant must demonstrate a passion for natural resource issues and a genuine interest in learning about and serving the diverse communities and landscapes of the 13-watershed region.

Forest Health Watershed Coordinator's specific duties include:

1. Develop a Watershed Improvement Plan that aligns with the California Forest Carbon Plan and watershed-scale priorities to enhance forest health and resilience.
2. Identify and secure funding to execute projects consistent with the Watershed Improvement Plan and watershed-level priorities. On-the-ground implementation of projects will generally be carried out by the seven partnering RCDs.
3. Identify key forest health stakeholders to build relationships and identify watershed-scale priorities; and attend, coordinate, and facilitate regional stakeholder and North Coast RCD meetings.
4. Attend Governor's Forest Management Task Force Regional Prioritization Group meetings or trainings, and coordinate activities with the relevant regional prioritization subgroups of the Task Force.
5. Develop a relevant resource library (e.g. fact sheets, informational references, cost information, templates, etc.) and make the resource library accessible to RCDs, their partners, and communities.
6. Attend regional trainings, workshops, conferences, and meetings, including Department of Conservation Forest Health Watershed Coordinator training(s) and Watershed Coordinator Summits at six-month intervals.
7. Manage program and assist with managing grant agreement, including maintaining appropriate level of communication with HCRC and working with HCRC to conduct quarterly invoicing and reporting as required by grant agreement.

### **Skills and Qualifications**

1. Ability to effectively set personal and programmatic goals and objectives, plan and prioritize work toward those goals, and to track progress over time.
2. Successful grant-writing experience (private, federal and state) required.
3. Ability and willingness to work and travel across northern California. The successful candidate must possess a valid California Class C driver's license, a vehicle in good working order, and proof of adequate vehicle insurance. Approved job-related mileage and lodging is reimbursed at the State rate.
4. Comfort and confidence interacting with a diverse range of people and speaking regularly in public to large and small audiences.
5. Versatility and creativity.
6. Community organizing skills and/or related experience desired.
7. Demonstrated knowledge of principles and methods of resource conservation, and strong aptitude for technical information.

8. Proficiency in office computer software – word, excel, access, power point, publisher, databases and GIS.
9. Demonstrated good organizational skills and knowledge of systems to keep accurate records.
10. Experience and familiarity with operating typical office machines, including phones, computers, printers, copy machines, fax machines, calculators, etc.
11. Demonstrated good communication skills in speaking, listening and writing, including ability to understand and follow oral and written directions.
12. Ability to work independently and as an effective member of a team.
13. Excellent interpersonal skills and the ability to establish and maintain cooperative, respectful and effective working relationships with others.
14. Ability to exercise good judgment and maintain confidentiality in all communications.

### **Education and Experience**

Bachelor's degree in forestry, environmental sciences, water resources, planning or a related natural resource management field and two years of experience that directly relates to job requirements. Advanced degree desired but not required. An equivalent combination of education and experience will be considered.

### **Job Environment**

The Forest Health Watershed Coordinator will perform work remotely, from a home office or other designated office space. The office location must be located within the 13 HUC-8 watershed region. Reimbursement towards office space and/or office equipment is available to cover full or partial costs of office rent and utilities.

Work will take place across seven (7) different counties, and travel throughout the region will be required. Some evening and weekend work will be required. A valid driver's license and proof of insurance is required as well as the use of your vehicle at any time. Mileage and lodging are reimbursed at the state rate.

### **Wages, Hours and Commencement of Work**

The starting wage range for this position is \$58,000 - \$63,000/ year, based on qualifications, for a 1-year term. This is a full-time, exempt position and expected to be 40 hours/week position with some flexibility possible in the actual schedule. Reimbursement towards office space and/or office equipment is available to cover full or partial costs of office rent and utilities. A monthly contribution of up to \$200 towards the cost of health insurance is offered.

Personal leave is accrued at a rate of 0.092 hours accrued for every hour worked. Leave is accrued beginning upon hire and available for use after the probationary period. There are a total of eight paid holidays per year. The successful candidate should be able to start work immediately or within 2 weeks of selection. Position is subject to 180 days probationary period.

**Application Instructions**

Position is open until filled. Application review will August 12, 2020. To apply, please provide a cover letter, resume, contact information for three references, and a completed Humboldt County RCD Application For Employment (downloaded from [http://humboldtrcd.org/about\\_us/employment\\_opportunities](http://humboldtrcd.org/about_us/employment_opportunities)).

Applications may be hand-delivered or mailed to Humboldt County Resource Conservation District, 5630 South Broadway, Eureka CA, 95503 or sent electronically to Executive Director Jill Demers at [jillhcrd@gmail.com](mailto:jillhcrd@gmail.com).