



JOB ANNOUNCEMENT

Project Assistant - Outreach and Administration

Part-Time Position, 16-20 hours/week

Alameda County Resource Conservation District, Livermore, CA

Applications Due April 10, 2019

The Alameda County Resource Conservation District ('RCD') is a Special District in Alameda County that works to implement and enhance local conservation efforts on private and public lands. Located in Livermore, CA, we partner with landowners and managers, local organizations, government agencies and stakeholder groups to enhance natural resources by providing education and outreach programs, technical assistance, conservation project management and coordination with partners. The RCD works in close partnership and shares offices with the USDA Natural Resources Conservation Service (NRCS) as the Conservation Partnership.

We seek a committed, energetic and detail-oriented individual to join our team as a Project Assistant. The ideal candidate will have experience supporting outreach efforts for natural resources-related activities.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Develop public outreach materials such as e-newsletters and annual reports, update content for the Partnership website to reflect current activities, and assist project managers with coordinating and organizing meetings and workshops.
- Coordinate and assist with Partnership outreach activities such as event tabling and educational workshops directed at a wide array of audience
- A key responsibility of the position is administering an ongoing contract with multiple tasks, including monthly invoicing, subcontract and budget tracking, and working with RCD project managers to compile an annual report.
- Additional tasks that could be assigned by project managers or the RCD Executive Officer include: assisting staff with grant proposals to fund future conservation work, assisting with restoration site field work and subsequent monitoring data entry and reporting, helping with material or display development for meetings and Partnership events.
- Provide occasional support for general RCD administrative tasks, including filing, mailing, copying, etc.
- Training will be provided by staff for all work assigned.
- There may be opportunity to take on additional responsibilities and projects if suitable, given time available and level of skills required to successfully complete the tasks.

QUALIFICATIONS:

The Project Assistant will support a number of RCD project managers and will utilize technical, administrative, and interpersonal skills. The ideal candidate will be an energetic, dedicated office professional with the following skills:

- Associate or Bachelor's degree with coursework in communications, graphic arts, business administration, environmental studies, conservation, agriculture or other field pertinent to the position.

- Familiarity with and interest in conservation and natural resources.
- Strong written and verbal communication skills. Able to manage email and maintain electronic files.
- Knowledge of and proficiency with computer applications such as MS Word, Excel, PowerPoint, Publisher; familiarity with meeting planning and file sharing platforms such as Eventbrite, Constant Contact, Dropbox, Doodle etc.
- Knowledge of and proficiency with Adobe Creative Suite or other graphic design or publishing software.
- Familiarity with updating and creating content for website and e-communications; e.g., plan and develop a quarterly e-newsletter several pages in length in coordination with other staff and contributors.
- Familiarity with basic budgeting and ability to compile and maintain accurate spreadsheets (Excel), contract and subcontract administration, invoicing, reporting in a variety of formats in coordination with office accountant and immediate supervisor.
- Highly organized and motivated self-starter with the ability to prioritize.
- Ability to meet contract deadlines, multi-task, and be flexible.
- Ability to work independently as well as part of a team.
- Creativity, sense of humor, collegiality, flexibility, strong desire to learn.
- Ability to work productively with a variety of staff members with diverse responsibilities and backgrounds.

POSITION SPECIFICS:

- The Project assistant position is budgeted for part-time (16-20 hours per week).
- The position will enjoy a flexible work schedule with motivated and engaged coworkers.
- The position will have a progress review at 3 months, and performance reviews at 6 months and 1 year for the first year, and annually thereafter.
- This is an at-will position following a 6-month probationary period.
- Pay rate is \$23-25 per hour depending on experience.
- Physically able to lift up to 25 pounds, carry supplies and equipment.
- Valid California driver's license, clean driving record, and current auto insurance.
- Work at the ACRCDD office in Livermore 2-3 days a week, flexible days and hours.

APPLICATION INFORMATION:

To apply: please submit your resume, a cover letter explaining why you are interested in and qualified for the position, and the names and email address of three professional references (as a single file) by email to hr@acrdd.org **no later than April 10, 2019**.

Preferred start date is May 6, 2019.

Documents should be in PDF or MS Word (please do not send documents larger than 2 MB). Please no images, graphics or photographs. Please, no phone calls or drop-ins.

Alameda County Resource Conservation District
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www.acrdd.org

Equal Opportunity Employer
