



## Natural Resource Specialist — JOB DESCRIPTION

Email your resume and cover letter to: [manager@eastmercedrcd.org](mailto:manager@eastmercedrcd.org)

### SECTION 1. POSITION INFORMATION

- **Working Title:** Natural Resource Specialist
- **Job Status:** Full-Time, Salary (1.0 FTE)
- **Compensation:** \$62,000-\$80,000 This is an at-will position
- **Work Location:** NRCS District Office, Merced, CA
- **Benefits:** Please see our [employee benefits summary](#) for details

### SECTION 2. BACKGROUND

The **East Merced Resource Conservation District (EMRCD)** is seeking a motivated and collaborative **Natural Resource Specialist** to help implement natural resources conservation programs in Merced County and across the San Joaquin Valley. This position plays a key role in supporting local landowners, producers and community partners in achieving conservation goals that protect soil, water, habitat and working lands; while advancing the shared priorities of EMRCD, **UNITED STATES DEPARTMENT OF AGRICULTURE'S (USDA)** agency **Natural Resources Conservation Service (NRCS)** and other regional conservation partners.

As a **Natural Resource Specialist**, you will assist in the planning and delivery of conservation programs that improve environmental quality and agricultural sustainability across the region from individual small farm operations to large scale restoration efforts with community and regional impact.

### SECTION 3. POSITION DESCRIPTION

The **Natural Resource Specialist** will serve as a critical team member in advancing the successful implementation, oversight and evaluation of funded projects that promote environmental stewardship, sustainable land management and conservation practices. This position will lead the planning, development and implementation of: habitat restoration, Site Management, bio-monitoring, watershed and landscape scale projects and/or initiatives in the district. This leadership role assists in managing a dynamic team of natural resource professionals, collaborating with landowners, community partners, researchers and other agencies or organizations to deliver impactful restoration & conservation projects. **The East Merced Resource Conservation District is actively engaged in a wide range of regional conservation initiatives that provide practical, on-the-ground experience for staff and partners. Some of our current projects include:**

#### **Pollinator Habitat Restoration:**

Establishing and enhancing native pollinator habitat on farms, rangelands, and community spaces through the installation of hedgerows and other native plantings. These efforts improve biodiversity and support agricultural productivity by strengthening pollinator networks across the county, as well as enhance pollinator corridors.

#### **Regional Conservation Partnership Program (RCP):**

Partnering with the USDA NRCS and local producers to deliver conservation planning, technical assistance and cost-share opportunities for practices that improve soil health, water efficiency and habitat connectivity throughout the San Joaquin Valley.

#### **Multibenefit Land Repurposing (MLRP):**

Supporting local groundwater sustainability goals by working with landowners and regional partners to repurpose marginal or fallowed croplands into projects that provide multiple community benefits, such as: habitat creation, groundwater recharge and open space for future generations.

#### **Wildlife Conservation Board (WCB) Programs:**

Implementing restoration and enhancement projects funded through WCB's Pollinator, Habitat Enhancement, and Climate Adaptation programs, focusing on creating resilient corridors for wildlife and pollinators in collaboration with neighboring **Resource Conservation Districts (RCDs)**, and local agencies.

In this role, you will work in close coordination with the Executive Director and a diverse range of internal and external stakeholders to ensure project goals are met on time, within scope, and aligned with the mission and strategic priorities of EMRCD. This support would provide: technical support, administrative services and other project duties as needed or necessary for RCD operations. This position demands a high level of **flexibility, adaptability and collaborative spirit**; as projects often span multiple disciplines and require input from various teams and partners.

## SECTION 4. PRIMARY DUTIES & RESPONSIBILITIES

### Project Management

- Assist in collecting and analyzing data related to project performance and environmental impact.
- Assist in preparing grant proposals and securing funding for future projects.
- Lead grant writing, fund development and partnership development efforts to sustain program momentum.
- Provide strategic program leadership by developing and implementing projects or initiatives that align with the district's goals and organizational strategic priorities.
- Manage grant compliance and agreements on working lands from initial planning through implementation and monitoring, including efforts such as: rural/urban area invasive vegetation management, streamflow/floodplain enhancement, stormwater and groundwater recharge, low-tech process based restoration and riparian restoration.
- Possess knowledge and experience in securing all necessary permits, including: CEQA compliance, for water resource and habitat enhancement projects, as well as meeting associated monitoring requirements.

### Other Duties

- Represent the RCD at community events, including networking, tabling and speaking as needed.
- Stay informed about emerging trends in resource conservation, sustainable agriculture, relevant laws, local regulations, environmental policies and permitting.
- Contribute to a range of special projects or administrative, educational, technical, or programmatic needs and opportunities as they emerge
- Collaborate with EMRCD's staff and Board of Directors to ensure alignment of project activities with the District's overall mission, vision, and strategic goals.
- Help inspire and motivate team members toward common goals and ensure effective teamwork and communication across departments.

\*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## SECTION 5. Preferred Qualifications

### Education & Experience:

- Master's degree in Environmental Systems, Agricultural Sciences, natural resource management, or equivalent experience.
- 2–3 years of experience in project coordination/management, preferably in: conservation, agriculture or land use.
- Grant writing, administration and reporting experience is highly desirable.
- Knowledge of conservation practices, environmental and agricultural systems or land use planning is a plus.
- Experience with irrigation systems & water management in agricultural or conservation settings is a strong asset.
- Bachelor's degree in environmental systems, agriculture, natural resource management, or equivalent experience with 3-5 years experience may be substituted.

### Skills & Abilities:

- Strong organizational and multitasking skills with the ability to meet deadlines.
- Clear and effective written and verbal communication skills.
- Ability to work independently and collaboratively in a team setting.
- Proficient in Google Workspace and familiar with project management tools (e.g. Trello).
- Understanding of environmental regulations and grant compliance is a plus.
- Strong Geographic Information Systems (GIS) skills and experience.

## SECTION 6. SUPERVISION

The Natural Resources Specialist reports directly to the Executive Director(ED). Regular contact with ED and staff is expected

## SECTION 7. PHYSICAL DEMANDS AND WORK ENVIRONMENT

The District office is the primary workstation for this position, but may be eligible for up to 25% remote. The office is a smoke-free, drug-free environment. The position involves extensive computer and telephone work. It also involves travel to offices of partner organizations, agencies and site visits to producers. Site visits may include some technical assistance work that will be outdoors in San Joaquin Valley weather, where temperatures can climb over 100 degrees in the summer and drop to near freezing in the winter.

Attendance at monthly board meetings and weekly team meetings is required. Occasional attendance at weekend events may be required. Occasional overnight travel to attend conferences and training may be required.

**The provisions of this bulletin do not constitute an expressed or implied contract and may be modified or revoked without notice**