



## Assistant Project Manager — JOB DESCRIPTION

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### SECTION 1. POSITION INFORMATION

- **Working Title:** Asst. Project Manager
- **Job Status:** Part time (20-25 Hours)
- **Compensation:** \$23-26/Hourly
- **Work Location:** NRCS District office, Merced, CA
- **Benefits:** Part Time employees are not eligible for benefits.

### SECTION 2. POSITION DESCRIPTION

The **Assistant Project Manager** will play a key role in supporting the effective implementation and management of projects funded through various grants. The role involves coordinating resources, timelines, deliverables, and partnerships, ensuring that projects align with EMRCD's mission and are executed efficiently and effectively. The ideal candidate will have a strong passion for natural resource conservation, agriculture, land use, and environmental stewardship. They will work closely with both internal teams and external stakeholders, including landowners, agencies, and partner organizations.

As an Assistant Project Manager, you will be a critical part of a dynamic and passionate team working to protect the land, water, and wildlife in our community. You will help lead conservation initiatives that integrate agricultural needs, urban/rural land use, and long-term environmental health.

### SECTION 3. DESCRIPTION OF DUTIES

#### Project Coordination & Management (40%)

- Assist in the day-to-day management of conservation projects funded through grants, ensuring projects are completed on time, within scope, and on budget.
- Support project planning, implementation, and close-out activities, including scheduling, budgeting, and resource allocation.
- Monitor project progress and assist in tracking milestones, outcomes, and reporting requirements.
- Develop and maintain project documentation, including project plans, timelines, meeting notes, and progress reports.
- Ensure adherence to compliance and reporting guidelines set by funders and regulatory agencies.
- Assist in collecting and analyzing data related to project performance and environmental impact.

#### Grant Management & Reporting (20%)

- Assist in preparing grant proposals and securing funding for future projects.
- Help manage financial tracking and reporting for grant-funded projects.
- Support the preparation of grant reports, progress updates, and other documentation required by funders.
- Monitor compliance with grant terms and conditions, including environmental review and permitting requirements.
- Provide support in preparing data-driven reports and presentations for stakeholders and funders.

## **Collaboration & Stakeholder Engagement (20%)**

- Support communication and coordination between EMRCD staff, board members, contractors, and external partners.
- Develop and maintain positive relationships with landowners, government agencies, local organizations, and other stakeholders.
- Help organize and attend meetings, workshops, and outreach events related to conservation projects.

## **Other Duties (20%)**

- Stay informed about emerging trends in resource conservation, sustainable agriculture, and environmental policies.
- Perform other duties as assigned by the Project Manager or Executive Director.
- 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.
- Assist in providing technical support and guidance to staff, contractors, and partners involved in projects.
- Help inspire and motivate team members toward common goals and ensure effective teamwork and communication across departments.

## **SECTION 4. Preferred Qualifications**

### **Education & Experience:**

- Associate's degree in environmental science, agriculture, natural resources management, public administration, or a related field (or equivalent experience).
- 1-3 years of experience in project management, preferably in conservation, agriculture, or land use planning.
- Experience with grant writing, management, and reporting is highly desirable.
- Knowledge of natural resource conservation practices, agricultural systems, or urban/rural land use planning is a plus.
- Irrigation experience is a plus—familiarity with irrigation systems, water management practices, and related technologies in agricultural or conservation settings is highly desirable.

### **Skills & Abilities:**

1. Strong organizational skills with the ability to manage multiple projects simultaneously and meet deadlines.
2. Excellent written and verbal communication skills, including the ability to prepare reports and communicate with diverse stakeholders.
3. Ability to work independently and as part of a team.
4. Proficient in Google Office Suite and/or project management software (e.g., Asana, Trello, etc.).
5. Knowledge of environmental regulations, grant compliance, and reporting requirements is a plus.
6. Ability to inspire, motivate, and align team members toward common goals and strategies.
7. Problem-solving skills and a proactive, results-driven mindset.
8. Passion for conservation, sustainable agriculture, and environmental protection



## **SECTION 5. SUPERVISION**

The Assistant Project Manager reports to the Executive Director. Regular contact is expected with the ED and reporting monthly to the Board.

## **SECTION 6. PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The Assistant Project Manager will have an assigned desk and computer at the District office. The District has a telework policy that allows employees to work from home part-time, as determined on an individual basis (no more than 25% for non exempt). The District office is the primary workstation for this position, and is a smoke-free, and drug-free, and scent-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.



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