

 <p>MARIPOSA COUNTY RESOURCE CONSERVATION DISTRICT</p>	<p><b>MARIPOSA COUNTY RESOURCE CONSERVATION DISTRICT</b></p> <p>P.O. Box 2403, Mariposa, CA 95338 (209) 966-0970 MariposaCountyRCD@gmail.com</p>
---	--

**HOME HARDENING PROGRAM MANAGER**

Position Description

**ORGANIZATIONAL BACKGROUND**

The mission of the Mariposa County Resource Conservation District (MCRCD) is to encourage and facilitate cooperative solutions to local resource conservation issues. We provide technical, financial and educational resources to meet the needs of local land users. The MCRCD is a special district of the State of California and is primarily funded by grants. We are one of the more than 100 RCDs throughout the State and are governed by a five-member board of directors.

**GENERAL JOB DESCRIPTION**

MCRCD is seeking a responsible, personable, and mission-driven professional to manage our Home Hardening/Wildfire Resilience program. The ideal candidate will be well organized, have strong interpersonal skills, have the ability to manage scheduling and implementation of site visits to private homes, and be able to work independently while overseeing the second person in a two-person assessment team.

The Home Hardening/Wildfire Resilience program includes an onsite home assessment with direct installation of 1/8" mesh vent screens on crawl space and attic vents, clearing of vegetation and flammable materials from the 0 to 5-foot zone around buildings and other light work, such as removing leaf buildup from roofs. Once the onsite visit is complete, the candidate will use site visit notes to produce a report with further personalized recommendations and send it to the property owner.

This program is funded by a grant from CAL FIRE. MCRCD will provide home hardening assessment training from the University of California Cooperative Extension, and CAL FIRE has periodic two-day certifications for Home Hardening and Defensible Space Assessors which we will provide when available. Candidate must be willing to work across MCRCD programs, such as forest and watershed health, and pollinator habitat, to ensure that all programs meet the RCD's mission, take on new challenges, and possess the communication skills needed for a public presence.

## PREFERRED QUALIFICATIONS

- Education and experience in forest management, conservation, public administration, business administration, or related field
- Proven ability to conduct assessments, develop reports, and manage projects
- Exceptional communication skills and experience with community engagement and education
- Experience with project development, grant writing, and grant management
- Proficiency with Microsoft Office Suite (Excel, Word, etc.) and use of spatial imagery
- Ability to work effectively in a team environment, as well as independently
- Desire to partner with state, federal, tribal, NGO, and community organizations

## DUTIES & RESPONSIBILITIES

The Project Manager will work under the direction of the MCRCD Executive Director to:

- Manage and coordinate tasks, staff, and reporting activities to achieve grant deliverables
- Serve as lead in implementing and managing MCRCD's Home Hardening program
- Engage with MCRCD's partners on conservation and mitigation efforts
- Attend public meetings to recruit participants to the program
- Provide as-needed assistance on projects in support of MCRCD's strategic priorities
- Assist with writing grant proposals for District programs and projects (training will be provided)
- Possess a valid California driver's license, insurance, and a reliable vehicle (mileage is reimbursable)
- Attend meetings on matters related to District programs and/or operations as needed
- Schedule and conduct site visits and collect field data on a variety of terrain and land-use types
- Perform additional duties deemed necessary to the operations of the MCRCD

## LOCATION

This is a remote position. The Program Manager will be expected to attend monthly in person meetings with the MCRCD board of directors at the Mariposa County Ag Building at the Mariposa Fairgrounds, as well as the monthly Mariposa County Fire Advisory Committee meetings at Mariposa County Fire Headquarters. Weekly staff meetings are held by phone or zoom. Services are provided throughout Mariposa County so travel is required.

## COMPENSATION

Employment type: Permanent, Hourly, Full Time (39 or more hours/week)

Salary range: \$34.00 to \$38.00 to start, depending on experience

Paychecks are issued on the 30<sup>th</sup> of each month.

## BENEFITS

MCRCD offers paid sick and vacation time and six paid holidays.

## OTHER

Mileage: mileage will be paid for personal vehicle usage at the current State reimbursement rate. Must have a clear DMV record and maintain vehicle insurance, and have a reliable vehicle.

Candidates must be capable of a full range of motion without restriction, and physical activities that include lifting up to 40 pounds, climbing ladders, crawling under decks, and using simple tools.

## APPLICATION DEADLINE

September 30, 2024

## HOW TO APPLY

Email a resume, cover letter, and application to [MariposaCountyRCD@gmail.com](mailto:MariposaCountyRCD@gmail.com).

In the cover letter, answer the supplementary questions below.

- 1) Identify any connection you have with Mariposa County or other rural Sierra Nevada communities and terrain, and your interest in conserving and protecting natural resources.
- 2) Explain how your experience will help you excel in this position.
- 3) Describe any experience engaging with the community.

**You must submit answers to these questions to be considered for this position.** Limit your response to a total of 5,000 characters, including spaces.

## EQUAL EMPLOYMENT OPPORTUNITY

The MCRCD is an equal opportunity employer and will consider all qualified applicants without discrimination on grounds of race, color, religion, sex national origin, age, marital status, disability, political affiliation or sexual orientation.