**Natural Resource Services Division
Active Living Position Announcement
 Posted 5/9/23 – open until filled**

* Natural Resources Assistant I or II $18 - $21 (f/t with benefits)
* Natural Resources Specialist I or II $21 - $24 (f/t with benefits)

Looking for an opportunity to make a difference by helping to lead community-driven projects such as multi-modal trail development, engaging environmental education activities, and promoting community safety and well-being? Redwood Community Action Agency’s Natural Resource Services division seeking a job candidate with demonstrated experience working on community-driven improvement projects, someone comfortable performing public outreach activities and who has an interest in active transportation and infrastructure for a myriad of projects along the north coast.

The ideal candidate will have demonstrated abilities to meet the following work activities:

* The ability to work efficiently in Microsoft Office applications including Word, Excel, and Outlook.
* Interact directly with residents, businesses, governments, and project partners to develop and implement efforts that promote health and align with peoples’ vision for their community.
* The ability to work with engineers, consultants, and others to conduct planning and outreach activities that engage people of all ages.
* Develop and maintain good working relationships with governments, community organizations, landowners, residents, local businesses, and project team members.
* Co-facilitate and/or attend community events, symposiums, trainings, and seminars, with some evening and weekend work, as necessary.
* Desired but not required is proficiency in social media outreach, graphic design of flyers and outreach materials, an interest in working with school and youth groups.

\*Please note: An exceptionally qualified candidate may be considered at the higher end of a position’s pay range. Additional responsibilities would include development, design, and implementation of projects including grant writing, contract development, and budget management. A qualified candidate may also help manage the Eureka Community Bike Kitchen. Bike kitchen responsibilities include coordinating volunteers, purchasing bike parts, writing small grants and grant reports, responding to emails, and organizing meetings and events.

Please submit a cover letter, resume and an RCAA employment application.