## Redwood Community Action Agency

**NATURAL RESOURCES SERVICES**

**Job Announcement**

**TITLE: Natural Resources Field Assistant**

**STATUS: 0.5-0.75 FTE, temporary, non-benefitted position (approximately 24/hrs. weekly)**

**SALARY: $13 - $14/hour DOE**

**AVAILABLE: April through July (approximately)**

**DEADLINE: Open until filled. First review on Monday, March 13 at 12:00 p.m. (noon).**

**APPLICATION PROCESS:**

**Required Employment Applications available at:**

**Redwood Community Action Agency, 904 G Street, Eureka, CA 95501 or** [**www.rcaa.org**](http://www.rcaa.org)

Complete application (resume and cover letter optional) and return to Debby Bender, RCAA, Human Resources to address above or e-mail to debby@rcaa.org .

**PLEASE NOTE:** Incomplete applications or resumes without applications will not be accepted.

Interviews will take place as we receive qualified applicants, in an on-going manner until the position is filled.

**POSITION PURPOSE**

Under the general direction of the NRS Director and the specific direction of the project lead or designated field supervisor, the Natural Resources Field Assistant assists in the implementation of natural resources projects, including watershed and active living projects. This Natural Resources Field Assistant position will primarily work independently to maintain RCAA’s Abuelita’s Demonstration Garden which provides food for RCAA clients, lead hands-on gardening classes at multiple RCAA program sites, and host gardening and CalFresh outreach events. Work will involve physical gardening activities, monthly gardening classes with youth and adults, and coordinating with other RCAA staff and garden coordinators to host community events. This position is half to three-quarters time depending on weekly work load and scheduled events. Occasional evening and weekend work hours are anticipated.

**essential job functions**

The Natural Resources Field Assistant performs a variety of primarily physical tasks, sometimes independently and sometimes as a member of a crew, such as: planting vegetable crops, lifting and carrying garden supplies and produce, leading gardening classes, assisting with community events, and maintaining physical garden spaces. This position is a field-rated position.

**JOB REQUIREMENTS**

Knowledge of and Experience With:

* Common vegetable and fruit crops, particularly those that thrive on the north coast
* Gardening basics such as seeding, starting, mulching, composting, harvesting of annual vegetable crops, and care of perennial fruits and vegetables
* Use of basic hand and gardening tools
* Techniques for gardening education
* Volunteer recruitment and retention

Ability to:

* Follow directions, written and verbal
* Work well with others in a team approach
* Utilize hand tools in a garden environment
* Lead small groups of youth and adults in gardening activities
* Perform duties to the required specifications and quality standards
* Work with a minimum of supervision
* Insure and protect Agency, employee, programs and client confidentiality and safety

**OTHER REQUIREMENTS**

* Must be a U.S. citizen or lawful permanent resident, and have the ability to provide proof of identity and employment eligibility in accordance with Federal law
* Must be able to transport yourself and materials to and from the main office to the garden site or community site in an efficient manner (either by vehicle or bicycle)
* If you intend to use a personal vehicle to perform job related duties, as may be required, you must have proof of current automobile insurance, possession of a valid C.D.L. and a D.M.V. driving record printout showing an acceptable driving record
* Submit to pre-employment physical with evidence of satisfactory health and ability to perform physical requirements of the position with or without reasonable accommodations
* Home telephone or other effective means of communication

**ESSENTIAL PHYSICAL ABILITIES**

Employee must be able to provide the following with or without reasonable accommodation:

* Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively
* Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form
* Sufficient manual dexterity to enable the employee to operate a personal computer, telephone, and other related equipment
* Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move or maneuver whatever may be necessary to successfully perform the duties of their position
	+ Move and lift heavy items (40-75 lbs.) on a fairly regular basis
	+ Walk up and down steep slopes and/or walk on slippery garden paths
	+ Stoop and bend repetitively
	+ Perform repetitive motion tasks, such as: weeding, digging, clipping/trimming, etc.
* Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in their assigned work environment