**Redwood Community Action Agency**

**Natural Resources Services Division**

**JOB ANNOUNCEMENT**

**TITLE: Planner (Field/Gardens)**

**STATUS: 0.75 to 1.0 FTE (30-40 hours); also includes paid vacation, sick leave, and 13 paid holidays annually. Accrual is based on a pro-rated basis per days/hours worked**

**PAY RATE: $15 - $18/hour D.O.E. (depending on experience and/or education)**

**AVAILABLE: Immediately**

**DEADLINE: Open until filled; interviews will take place as qualified applicants are received.**

**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)

**PLEASE NOTE: Cover letters and resumes with your application are highly encouraged. Incomplete applications or resumes without applications will not be accepted.**

## MINIMUM QUALIFICATIONS

## Two years’ work experience in an office setting.

* One (1) to two (2) years’ work experience or equivalent background in community gardens, natural resources planning, interpretation, community planning or other natural resources management field.

## POSITION PURPOSE

Under the general supervision of the Division Director or their designee; the Planner (Field/Gardens) provides planning, technical analysis and assessment, interpretive, writing, and implementation support to planning projects, specifically pertaining to RCAA’s garden projects. The Planner (Field/Gardens) is a highly motivated, self-directed individual possessing specialized technical gardening knowledge and/or experience and is capable of directing and motivating other Planners, Specialists, Assistants, and community partners, as needed. The Planner (Field/Gardens) is an active participant in developing project designs, budgets, grant, and foundation proposals to provide sustainability for this position. This position is primarily field-based, and works outside in RCAA’s various garden sites doing hands-on labor. The position also requires attention to detail, as well as excellent organizational skills to assist with grant and meeting management. The Planner (Field/Gardens) position will include traveling throughout the community and county to assist with organizing events, public outreach, attending trainings or seminars, providing technical assistance, and garnering interest in community gardens countywide.

## DESIRED QUALIFICATIONS

* B.A. Degree or equivalent background in planning or a natural resource field.
* Knowledge of cartography and other graphics processing either manually or electronically.
* Familiarity with PageMaker, Illustrator, web design, and FileMaker Pro Software.
* Grant writing experience
* Project, budget, and contract management skills
* Creative approaches to problem-solving from both an individual and team approach.
* Experience working with a variety of stakeholder individuals and organizations.

**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 have means and capacity to perform job related duties with personal vehicle, as will be required.
* Possession of valid California’s Driver’s License, current auto insurance and acceptable DMV record.
* Submit to fingerprinting for criminal record clearance/background checks with acceptable results.
* Cell/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; including ability to lift up to 50 lbs.
* Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in their assigned work environment, including, where applicable, the operation of motorized vehicles and equipment
* Walk, climb and hike up and down slopes, with loose rock, thick brush, and/or walk on slippery surfaces
* Ability to be on your feet for extended periods of time and work outside in inclement weather
* Perform repetitive motion tasks, such as weed-eating or pulling, digging, planting holes, pounding in stakes, stooping, bending, reaching, pulling, etc.
* Ability to use various hand and power tools

***REDWOOD COMMUNITY ACTION AGENCY IS***

***AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER***