

REDWOOD COMMUNITY ACTION AGENCY
Natural Resource Services Division
JOB ANNOUNCEMENT

JOB TITLE: PROJECTS COORDINATOR I

STATUS: Fulltime with complete benefit package, 40 hours weekly

PAY RATE: \$25.00 - \$35.46 per hour

AVAILABLE: Immediately

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

APPLICATION PROCESS:

Required [Employment Application](#) and instructions for submitting your application materials are available at www.rcaa.org/employment-opportunities a resume with your application is highly recommended.

PLEASE NOTE: Not all applicants will be selected for interviews. Only candidates selected for interviews will be contacted regarding their status. Late applications (if a deadline is listed), incomplete applications or resumes without applications will not be accepted.

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POSITION PURPOSE

Under the general direction of and supervision by the Division Director or their designee; the Coordinator I position is responsible for all aspects of the coordination and implementation of single or multiple projects or programs and may lend technical assistance to other division projects. The Coordinator I may undertake primary implementation responsibility for any number, complexity, and size of projects or programs. The Coordinator I may assist with division planning, providing project specific updates, implementation strategies and timelines, as well as providing an understanding of project staffing and resource requirements. The Coordinator I may also assist with Division management tasks as needed or requested, and with the dissemination of information to project teams and general staff. The Coordinator I may supervise (including ongoing training, evaluating, and dissemination of information) other staff as assigned.

SPECIFIC QUALIFICATIONS & EXPECTATIONS OF THE NRS PROJECTS**COORDINATOR I –**

This position serves under the direction of the NRS Division Director, or their designee.

The Projects Coordinator I is responsible for the development of projects and associated grants, foundation, or contracts to provide work for themselves and others. This position is primarily office based but will include visits to field locations for site review, oversight of project implementation and inspection, without direct physical labor.

NOTE: This Coordinator I job description is a template for all of RCAA's Coordinator I's across all of our programs. Please note that the Coordinator I may or may not be expected to do all of the tasks listed on the general job description template, as that is determined by the project/program you are working under. See specific NRS requirements stated under: **MINIMUM QUALIFICATIONS** (page 2), **DESIRED QUALIFICATIONS** (page 2), **ESSENTIAL JOB FUNCTIONS - NRS Project Coordinator I Specific Tasks** (page 3), and **JOB REQUIREMENTS - NRS Project Coordinator I** (page 4).

MINIMUM QUALIFICATIONS

- BS/BA degree or equivalent background in planning or natural resources field
- Three years direct supervisory experience implementing various planning, watershed management, or restoration projects and overseeing several office and/or technical staff
- Three years management level experience involving projects totaling at least \$200,000
- Knowledge of cartography or other graphics processing, either manually or electronically
- Exposure to reviewing contracts in the private or public sector
- Experience in project development and proposal writing
- Two years' experience with supervision of subcontractors

DESIRED QUALIFICATIONS

- QSP/QSD certification (Qualified Storm Water Pollution Prevention Plan Developer)
- Exposure to both the non-profit and for-profit sectors
- Knowledge of local watershed and natural resource regulatory agencies and grassroots organizations
- Familiarity with ArcGIS, Illustrator, and Drupal web design

ESSENTIAL JOB FUNCTIONSGeneral Project Coordinator I Tasks:

- Provide assistance, as necessary, to the Director and may be designated as Acting Director in their absence; if appropriate
- Work with the other staff as needed to coordinate all division project schedules and resources
- Assist with developing direct project work for self and other division staff, as necessary
- Assure that the project/program maintains high quality standards and meets all grant and funding guidelines
- Provide specialized technical knowledge and experiential knowledge to projects or programs, including guidance on implementation techniques, budgeting, invoicing, timelines, quality control, subcontractors, and sensitive representation of RCAA and the division
- Implementation of multiple complex projects or programs with other staff or consultants, as needed
- Accurately estimate materials and costs required for project or program work
- Assists with the planning of program staffing levels and makes hiring recommendations to the Director, if applicable

- Actively participate in Strategic/Operational planning and troubleshooting for the division, if applicable
- Management of practical budgets and maintenance of all necessary files and back-up information
- Oversight of project or program expenditures, invoicing and monitoring payment receipts
- Development of good working relationships with landowners/landlords, government agencies, private or public agencies and other business/community personnel
- Completion of project progress and final reports, and creation of project products as appropriate
- Maintenance of high quality work standards and project or program timelines and deadlines
- Maintain project or program data records; and provide daily, weekly, monthly, quarterly or annual reports
- Represent the division on various committees and advisory groups as directed
- Develop relationships with additional community partners to assist in accomplishing project or program objectives
- Work with Federal, State or local field representatives and other funding source staff, as needed
- Encourage and facilitate clear communication between staff members, if applicable
- Delegate tasks to others including appropriate follow up, if applicable
- Other duties as assigned or needed

NRS Project Coordinator I Specific Tasks:

- Assists with the coordination of the following:
 - Design and implementation of multiple complex projects with Consultants, Planners and Specialists
 - Detailed scheduling and planning for division projects, staff, and equipment for office projects including moderate and short-term operational problem identification and troubleshooting
 - Coordination of overall projects development efforts including project and funding source development and trend analysis
- Provide project and information dissemination between Management Team and assigned staff
- Responsible for primary implementation of multiple projects consisting of all sizes and complexity:
 - Design of project implementation strategy, set and facilitate achievement of work quality standards and timeliness
 - Creation and direction of the project implementation team
 - Oversight of project consultants and subcontractors, technical, and on-site work
 - Representation of RCAA to the media
 - Identification of and securing required permits and agreements
- Experience and ability to implement a variety of Office-based Watershed or Active Living projects including:
 - Knowledge of methods of natural resource planning, including community planning, transportation planning or watershed management
 - Basic understanding and use of field equipment and tools
 - Knowledge of Macintosh and PC computers, Microsoft Word and Excel, ArcGIS, Adobe Illustrator, and other office-related software
 - Creation and design of project implementation strategies and team building
 - Maintenance of safety and high-quality work standards
- Technical analysis and assessment, technical writing, and research
- Accurately estimate materials and costs required for work

- Complete preliminary inspections on finished products for quality control
- Responsible for developing direct project work for self and other division staff
- Assist with the preliminary negotiation of contracts and agreements, both for profit and not for profit, under the supervision of the Director, to be finalized by RCAA Executive Director
- Other duties as assigned or necessary

JOB REQUIREMENTS**General Project Coordinator I****Knowledge of and Experience With:**

- Administration of multiple projects or programs; including fiscal management of budgets and basic methods of contract negotiations
- Basic personnel management and supervising multiple employees, including: providing leadership, motivation, training and evaluations
- Elements of project or program development, design, and implementation
- PC computers and various software, such as: Microsoft Office Suite (particularly Word, Excel and Outlook), desktop publishing, database management, navigating websites for research

Ability To:

- Demonstrate good organization skills, including prioritizing and organizing tasks effectively
- Lead, direct, supervise and positively motivate staff
- Perform job duties with a high degree of self-direction and with minimal supervision
- Understand and implement written and verbal instructions with a high degree of accuracy
- Communicate clearly and efficiently, written and orally; and be competent in English grammar, punctuation and spelling
- Coordinate a number of varied projects or programs and activities responsibly and effectively
- Prepare and track financial documentation and manage budgets
- Communicate/relate with individuals of various cultures, ethnicity, philosophical views, background, income levels and communication skills
- Establish and maintain cooperative and effective relationships with RCAA, NRS and personnel of other agencies, funding source representatives and the local service and natural resources population
- Effectively develop, facilitate and lead meetings
- Conduct self in a professional, courteous and cooperative manner at all times; and maintain a professional standard based on RCAA's Personnel Policies and Procedures Handbook and the Employee Code of Conduct
- Establish and maintain personal and programmatic boundaries while providing services
- Clearly articulate the mission, goals, strategies and purposes of RCAA and your divisions' projects or programs
- Sensitively interact with the media and foster good relations within the community
- Ensure and protect Agency, employee, program and client confidentiality and safety; and follow all protocols and procedures defined by this Agency and/or State and Federal laws to achieve this protection

NRS Project Coordinator I**Knowledge of and Experience With:**

- Elements of project development, design, and implementation including development of funding sources, competitive grant writing or contract development, and the creation of project bids, specifications and budgets
- Development of good working relationships with landowners, public agencies, businesses, and organizations relevant to natural resource management and planning

- Fundamentals of natural sciences, permitting, community and resource planning and management
- Resource agency and industry rules and practices
- Technical analysis and assessment, technical writing, and research.
- Understanding and implementing written and verbal instructions with a high degree of accuracy.
- Oversight of multiple or complex consultants and subcontractors' issues and technical work.

Ability To:

- Provide First-aid and implement safety procedures
- Communicate effectively in written and oral form including the facilitation of meetings and production of technical reports
- Coordinate a number of varied projects and activities responsibly and effectively
- Prepare and track financial documentation and manage budgets
- Accurately estimate materials and costs required for projects
- Demonstrate creative approaches to problem solving
- Show demonstrated commitment to fostering environmental and social well-being

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, and must have proof of current automobile insurance
- Possession of valid California Driver's License with current DMV printout showing acceptable driving record
- Submit to fingerprinting for criminal record clearance and background checks with acceptable results
- Proof of required education (i.e. AA, BA, MSW, etc.)
- As a condition of employment all employees are required to provide proof of having been fully vaccinated for COVID-19
- Must have a form of effective means of communication at all times; a home phone and/or cell phone that has the ability to accept voicemail

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
- 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

NOTE FOR ALL APPLICANTS

- This job description should not be construed to imply that these requirements are the exclusive standards for the position. Incumbents may be required to follow instructions and perform other duties as required.
- This position is considered a “**safety-sensitive**” job and will be subject to RCAA’s “Substance/Alcohol Abuse” policy. This policy is included in the Policies and Procedures and a more detailed brochure is available from the Human Resources Department which further outlines the policy.
- RCAA is an “**Essential Business**” that continues to operate during unexpected events, such as: earthquake, natural disaster or a public health emergency. Thus, employees of RCAA are expected to continue to perform their jobs while observing safety precautions.

BENEFITS

All fulltime positions come with a complete benefit package, which includes the following:

- Medical, dental and vision (minimal share of cost and must work at least 30+ hours per week)
** Health benefits become effective the first of the month following 30 days of employment
- 2 weeks paid vacation for year one, 3 weeks for year two, and 4 weeks for year five
- 12 days paid sick time per year
- 13 paid holidays and 1 personal day per year
- Employee Assistance Plan (EAP) paid for by the agency
- After one year of employment, RCAA contributes annually to their 401(k) at no additional cost to the employee
- Part-time employees are eligible for paid vacation and sick time on a pro-rated basis depending on the number of hours worked. P/T employees may also be eligible for paid holidays dependent upon certain criteria in RCAA's paid holiday policy.

RCAA IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER