

**REDWOOD COMMUNITY ACTION AGENCY**  
**Natural Resource Services Division**  
**JOB ANNOUNCEMENT**

**JOB TITLE:** PROJECTS COORDINATOR II

**STATUS:** Fulltime with complete benefit package, 40 hours weekly

**PAY RATE:** \$28.0 per hour

**AVAILABLE:** Immediately

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

**APPLICATION PROCESS:**

Required Employment Applications and instructions for submitting your application materials are available at [www.rcaa.org/employment-opportunities](http://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 the Division Director, or their designee; the Coordinator II is responsible for the coordination and implementation of multiple projects or programs within their division and may lend technical assistance to other projects or programs. The Coordinator II may undertake primary implementation responsibility for any number, complexity, and size of projects or programs. The Coordinator II may assist with Division strategic planning and interfaces with the Management Team, providing specific division updates, strategies and timelines, as well as an understanding of project or program staffing and resource requirements. The Coordinator II may also assist with division operations, management tasks as needed or requested and has the ability to be self-directed and motivated; detail oriented; excels at working with and assisting other staff with project or program administrative, fiscal or operational tasks. They are the direct Supervisor

(including ongoing hiring, training, evaluating, and dissemination of information) to other staff as assigned.

The NRS Projects Coordinator II may work on Watershed Projects and/or Active Living Programs assisting with Division Management tasks as needed, and with the dissemination of information from the senior staff to project teams and general staff. They are the direct Supervisor (including ongoing training, evaluating, and dissemination of information) to Natural Resource Specialist(s) and/or NRS Project Coordinator I's, and other staff as assigned. The Projects Coordinator II is responsible for the development of projects and associated grants, foundation, or contracts to provide work for themselves and others. May be designated Acting NRS Director if the NRS Director is out of the office. 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. This position's workers compensation classification is 8742 "outside sales".

### **SPECIFIC QUALIFICATIONS & EXPECTATIONS FOR THE NRS PROJECTS**

**COORDINATOR II** –working in the Natural Resources Service Division serving under the direction of the NRS Division Director, or their designee. The Projects Coordinator II will be expected to perform all of the same tasks as the Coordinator I, in addition, the Coordinator II will be expected perform the more advanced tasks as outlined below.

The Coordinator II position is the more experienced, advanced level of the job classification series. To attain this position the incumbents may advance after gaining experience in the entry level position and demonstrating proficiency which meet the qualifications for the higher-level class; and/or they may have attained an advanced educational degree (i.e., Master's degree). The II is expected to perform all the same tasks of the I; in addition to performing more diverse, advanced tasks; and may also assist with the training of Volunteers, Interns, and other staff. And, the II position, depending on the program, may have higher educational or experience requirements which would be outlined in the program specific sections, under "**ESSENTIAL JOB FUNCTIONS – NRS Coordinator II Specific Tasks**" (page 3) and "**JOB REQUIREMENTS - NRS Coordinator II – Knowledge of and Experience with**" (page 5) of this job announcement.

### **MINIMUM QUALIFICATIONS**

- BS/BA degree or equivalent background in planning or natural resources field
- Knowledge of cartography or other graphics processing, either manually or electronically
- Exposure to reviewing contracts in the private or public sector
- Creative approaches to problem solving
- Demonstrated commitment to fostering environmental and social well-being
- Two years' experience with supervision of subcontractors
- 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 \$500,000
- Three years' experience in project development and proposal writing

### **DESIRABLE QUALIFICATIONS**

- Exposure to both the non-profit and for-profit sectors
- Knowledge of local watershed, natural resource regulatory agencies, and grassroots organizations
- Familiarity with ArcGIS, Illustrator, Adobe programs and web design

**ESSENTIAL JOB FUNCTIONS****General Project Coordinator II Tasks:**

- Assist the Director in maintaining annual project or program budgets, grant funds and reporting
- Assist with recruitment, training and supervising project or program staff/volunteers; conduct performance evaluations; develop, implement and document staff trainings
- Assist in preparing invoices for various contracts or funding sources; and maintain fiscal processes supporting the division's accounts payable and account receivables, as needed
- Assists with the coordination of overall development efforts in the division, including trend analysis, and the accomplishment of goals and objectives as outlined in contracts or grants
- Manages project(s) or program(s) to ensure compliance with all of the contracts and/or grants
- Track data collection from each project/program, monitor progress, and prepare required reports
- Responsible for the inventory, storage and maintenance of inventory, and ordering of program supplies in accordance with RCAA policies
- Develop collaborations with other community and public service organizations for the benefit of the division's projects or programs and/or its' clients
- Collaborate on written procedures or other materials to ensure efficient operation of the project or program; prepare, edit, and produce project/program information
- Plans and organizes partnership meetings when necessary and develops working relationships with all partners
- Utilize media and speaking opportunities to promote community awareness and support for all projects and/or programs within their division
- Implement all RCAA policies and procedures as they relate to your position, including monitoring and troubleshooting issues as they arise with staff, handle disciplinary actions when necessary, and make termination recommendations as needed
- Other duties as assigned or needed

**NRS Project Coordinator II Specific Tasks:**

- Working with the other Coordinators, assists with the coordination of all project schedules and resources within the Active Living and Watershed programs
- Assists the Division Director with coordination of the office-based Watershed or Active Living Projects including:
- Design and implementation of multiple complex NRS projects with consultants by office-based Specialists and Project Coordinator I's
- Detailed scheduling and logistics for division projects, staff, and equipment for office projects including moderate and short-term operational problem identification and troubleshooting
- Planning Program staffing levels and making hiring recommendations
- Assists with the coordination of overall development efforts within NRS Watershed program including project and funding source development and trend analysis
- Provides specialized technical knowledge and experiential knowledge to projects including guidance on implementation techniques, budgeting, invoicing, timelines, quality control, subcontractors, and sensitive representation of NRS/RCAA
- Complete preliminary inspections on finished products for quality control
- Accurately estimate materials and costs required for work
- Provide assistance, as necessary, to the Division Director
- Actively participate in Strategic and Operational Planning and troubleshooting for NRS

- Active project interface and information dissemination between the Director and assigned staff
- As a Project Team Leader, is 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 NRS project implementation team
- Management of practical budgets and maintenance of all necessary files and back-up information
- Oversight of project expenditures and invoicing and monitoring payment receipts
- Oversight of project consultants and subcontractors, technical, and on-site work
- Development of good working relationships with landowners, government agencies, private agencies, and business personnel
- Identification of and securing required permits and agreements
- Completion of project progress and final reports and creation of project products
- Maintenance of high-quality work standards and project timelines
- Representation of NRS/RCAA to the media
- Encourage and facilitate clear, professional communication between staff members
- Experience delegating tasks to others including appropriate follow up
- Responsible for developing direct project work for self and other NRS staff
- 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

**JOB REQUIREMENTS****General Project Coordinator II****Knowledge of and Experience with:**

- Networked PC computer systems; including proficient use of Word, Excel, Outlook and internet
- Non-profit funding sources, strategies and methods of non-profit management practices
- Grant writing or contract development
- Supervision of staff, volunteers and/or Interns; and provide them with leadership and motivation

**Ability To:**

- Communicate clearly and efficiently, written and orally; and be competent in English grammar, punctuation and spelling
- Work independently and as part of a team
- Perform job duties with a high degree of self-direction and with minimum supervision
- Show strong interpersonal skills and the ability to relate to individuals who may not share basic beliefs, including value systems and behavioral norms
- Develop comprehensive assessments and work within clearly defined objectives
- Work with culturally diverse communities and peoples, and have the ability to be culturally sensitive and appropriate
- Establish and maintain cooperative and effective relationships with agency staff; personnel of other agencies; funding source representatives; the local service population; and with individuals contacted in the course of work

- Communicate with and relate with individuals of various cultures, ethnicity, philosophical views, backgrounds and income levels
- Manage multiple tasks in an efficient manner
- Establish and maintain personal and programmatic boundaries while providing services
- Travel in or out of County to trainings, seminars or community events related to your work
- 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
- 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 II****Knowledge of and Experience With:**

- Administration of multiple projects, including fiscal management of complex budgets and basic methods of contract negotiation
- Basic personnel management, as well as appropriate delegation and follow-up
- Proficient with all 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
- First aid and safety procedures
- Technical analysis and assessment, and proficient technical writing and research
- Oversight of multiple or complex consultants and subcontractors and technical work

**Ability To:**

- Understand and implement written and verbal instructions with a high degree of accuracy
- 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 PC computers, Microsoft Word and Excel, ArcGIS, Adobe Illustrator, and other office-related software
- Creation and design of project implementation strategies and team building
- Identification of and securing required permits and agreements
- Oversight of project consultants and subcontractors
- Representation of NRS/RCAA to the media
- Maintenance of safety and high-quality work standards
- Accurately estimate materials and costs required for the project(s)
- Facilitate professional and/or public meetings

**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.
- Possession of a valid California's Driver's License (No Exceptions), current auto insurance and acceptable DMV record.
- Must have the means and capacity to perform job-related duties with personal vehicle, as may be required.
- Submit to background screening and criminal record checks with acceptable results.
- Must have current tetanus immunization or willingness to obtain one.
- Valid First Aid and CPR certification or willingness/ability to be certified if required
- Must have a form of effective means of communication; a home phone and/or cell phone and the ability to accept voicemail.
- Proof of required education (i.e. AA, BA, MSW, etc.)

**ESSENTIAL PHYSICAL ABILITIES**

The employee must have the ability to perform these physical requirements of the position with or without reasonable accommodations:

- 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 by their supervisor.
- 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 taking all appropriate 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 3% of the employee's gross income 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.

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