

ENGAGEMENT

PROJECT MANAGER

East Stanislaus Resource Conservation District (ESRCD) Description:

The ESRCD supports Stanislaus County residents and farmers by providing education resources to improve the overall health of our communities, our natural systems and agricultural legacy. Resource Conservation Districts (RCD's) across California serve as local hubs for conservation, connecting people with the technical, financial and educational assistance they need to conserve and manage natural resources. RCD's help landowners, land managers, government agencies, and others to voluntarily protect, restore, and enhance natural resources on private and public lands. The East Stanislaus Resource Conservation District has ongoing projects that promote natural resource conservation in relation to farming and ranching operations, watershed-based habitat restoration and community education.

POSITION DESCRIPTION:

The ESRCD Engagement Project Manager is a dynamic, creative, and driven individual in a project leadership position, with a direct reporting relationship to the Director of Engagement. They participate in the development, execution, and evaluation of individual projects. These projects could support any of our program areas: Conservation Planning, Research, Habitat, Restoration, Urban Stewardship, Education, SOILS Education Center or Communications. The Project Manager works with the Program Managers and Directors to ensure the projects align with the organization's goals. The Project Manager job includes the following duties: project implementation, managing project budget, collaborating with other ESRCD program areas, coordinating with project partners, facilitating project evaluations and project reporting. They must also have strong analytical skills, excellent communication, and leadership skills. The ideal candidate will be committed to ESRCD's mission and organizational values, possess excellent interpersonal and communication skills and can work effectively with a wide range of internal and external stakeholders including staff and board members. The Project Manager will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. There are part-time and full-time positions available.

DUTIES & RESPONSIBILITIES for Level 1, 2, and 3:

Administrative and Operations Functions 5%: Same for all 3 Project Manager Levels

Grant tracking and reporting on project goals, objectives and deliverables.

Operational systems for budget management, purchase orders and contracting.

General staff functions to participate in team meetings and project needs.

Programmatic Functions 80%: Varies on tasks for the 3 Project Manager Levels

Partnerships for project implementation - 5% for all 3 Project Manager Levels
Project Development with the Directors and Program Managers on implementation plans.
- 10% for all 3 Project Manager Levels

Project Management (staff supervision) using RACING and accountability measures
- 20% for all Project Manager Level 1 – staff on one project
- 35% for all Project Manager Level 2 – staff on two projects
- 50% for all Project Manager Level 3 – staff on three projects

Project Implementation / Staff Training to accomplish projects.
- 40% for all Project Manager Level 1 – implementation on one project
- 25% for all Project Manager Level 2 – implementation on two projects
- 10% for all Project Manager Level 3 – implementation on three projects

Project or Program Tracking / Evaluation of staff and project progress.
- 5% for all 3 Project Manager Levels

Revenue Development Functions 5%: Same for all 3 Project Manager Levels

Grant writing and contract development to support projects with the Program Director.

Fee-for-service development when applicable to projects with the Program Director.

Private fundraising to engage with community support with the Program Director.

Communications & Outreach Functions 10%: Same for all 3 Project Manager Levels

Strategic communications planning for project needs with the Communication Manager.

Digital and print communication products to provide direction on project(s) managed.

Presentations and events to represent the ESRCDC and project(s) managed.

STATEMENT OF WORK:

A detailed Statement of Work will be provided ANNUALLY to all employees with details for duties and responsibilities as related to current grants and agreements.

QUALIFICATIONS:

- Excellent project management skills with meticulous attention to detail. Strong planning skills, including the ability to anticipate tasks, set priorities, meet deadlines and function smoothly under strict deadlines and shifting priorities.
- Exceptional writing and editing skills, experience with grant writing and proposal development.
- Must enjoy engaging with other people both online and in person.
- Must be able to work under pressure and meet deadlines while maintaining a positive attitude.

- Strong written and oral communication skills.
- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint and Teams), Adobe Acrobat, Customer Relationship Management Software, and Social Media web platforms. Google Suite.

WORK ENVIRONMENT:

This job operates in a professional office environment and a flexible work schedule with the ability to work remotely as well as in the office; and a fun, fast-paced, positive work environment with excellent coworkers.

WORK HOURS:

In general, Monday – Friday, 8:00a-4:30p with mornings, evenings, and weekends as necessary for special events. ESRCDC policy requires two work days in-office. ESRCDC offers flexible schedules with prior approval. Employees may occasionally be asked to meet at alternative sites for special events, Board functions, or for training meetings.

PHYSICAL REQUIREMENTS:

Candidates should have the ability to sit comfortably for a prolonged time period. Position will also include occasional standing, lifting items up to 40 pounds, walking, and bending/squatting. This position requires outreach in the community, including visiting event/program sites. This position will occasionally be engaged in community planting or improvement projects, such as community clean-ups/plantings, serving outside in various types of weather.

COMPENSATION AND BENEFITS:

Financial compensation for the Engagement Project Manager will be commensurate with applicable experience between \$22 to \$29 per hour. Benefits include a health, dental, and vision plan; paid time off; a retirement plan; and a flexible work schedule; and a fun, fast-paced, positive work environment with excellent coworkers.

COMMITMENT TO DIVERSITY EQUITY AND INCLUSION:

We strive to foster diversity and inclusion, from hiring and management practices to board recruitment to community service to professional development and beyond. Candidates reflecting the social diversity of California and of Stanislaus County are strongly encouraged to apply for this position.

APPLICATION INFORMATION To apply: Please send cover letter and resume no later than March 1st 2025 to:

ATTN: HR at info@eaststanrcd.org