

**JOB ANNOUNCEMENT**  
**Project Assistant**  
**Full-Time 20-40 hours/week**  
**Pay Depends on Experience – Range \$18-22/hr.**

## **Who We Are**

Resource Conservation Districts (RCD's) across California serve as local hubs for conservation, providing technical, financial and educational assistance to landowners, land managers, and community members to protect, restore, and enhance natural resources on private and public lands. The East Stanislaus Resource Conservation District supports Stanislaus County residents and farmers by providing education and resources to improve the overall health of our communities, our natural systems and agricultural legacy. The ESRCDD is a local government unit that operates as a Special District within the State of California and is governed by a local Board of Directors. The ESRCDD works in partnership with the Natural Resource Conservation Service (NRCS) and other state, federal and local agencies, and organizations within the San Joaquin Valley region to support environmental stewardship.

## **Position Summary**

The **East Stanislaus Resource Conservation District (ESRCDD)** is looking for a dedicated and detail-oriented **Project Assistant** to support our conservation and community engagement efforts. This role is an excellent opportunity to contribute to natural resource conservation, sustainable agriculture, and public outreach in Stanislaus County.

The ideal candidate will be committed to ESRCDD's mission and organizational values, possess superior interpersonal and communication skills, bring experience in driving and sustaining growth in contributed revenue, and can work effectively with a wide range of internal and external stakeholders including staff and board members. The Project Assistant 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. The Project Assistant will work closely with the Executive Director in achieving goals related to general operations, planning and budgeting, grants development, contracting and compliance to policy and procedure manual.

## **Duties & Functions**

- General staff functions
- Digital and print communication products
- Maintain a positive, patient, and light-hearted demeanor when interacting with the public and participants
  - Assist with the planning and implementation of conservation and outreach programs
  - Support data collection, grant reporting, and project documentation
  - Coordinate workshops, community events, and educational activities
  - Communicate with landowners, partners, and stakeholders to support project goals
  - Perform administrative tasks such as scheduling, record-keeping, and materials preparation

## **Skills & Qualifications**

The Project Assistant of the East Stanislaus Resource Conservation District requires the following skills and qualifications:

- Interest in conservation, agriculture, environment or education.
- Strong written and oral communication skills.
- Must enjoy engaging with other people both online and in person.
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- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint and Teams), Adobe Acrobat, Customer Relationship Management Software, and Social Media web platforms. Google Suite.
- Ability to work independently as well as part of a team.
- A valid California driver's license.

## **Supervision & Guidance**

The Project Assistant works under the supervision of the Program Manager but exercises individual initiative in implementing ESRCD policies and programs.

## **Working Conditions & Physical Demands**

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. Candidates should have the ability to sit comfortably for a prolonged time. Position will also include occasional standing, lifting items up to 40 pounds, walking, and bending/squatting. This position may require 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.

To perform the duties of this position, the Project Assistant must serve as incidental motor vehicle operator during daylight hours, after dark and during inclement weather. To carry out these assigned duties, a valid driver's license is required. Although ESRCD has some access to government vehicles, occasional use of the employee's own vehicle may be necessary (available reimbursement is based on federal mileage rate).

## **Benefits & Compensation**

Financial compensation for the Project Assistant will be commensurate with applicable experience between \$18 to \$22 per hour.

In addition to paid legal holidays, workers compensation, and unemployment insurance, the ESRCD provides vacation and sick leave as well as a comprehensive medical, dental and retirement benefits package. Eligibility for benefits varies and becomes available at certain times within and following probationary service period.

## **To Apply**

To apply for this position, please email a resume/CV and a cover letter to Attn: HR at [info@eaststanrcd.org](mailto:info@eaststanrcd.org). Applications will be accepted until the position is filled. The ESRCD is an equal opportunity employer.