



East Stanislaus
RESOURCE
CONSERVATION
DISTRICT

209-287-3672

3800 Cornucopia Way, Suite E
Modesto, CA 95358

info@eaststanrcd.org www.eaststanrcd.org

DIRECTOR OF EDUCATION & ENGAGEMENT DESCRIPTION:

The ESRCDC 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 Director of Education & Engagement is a dynamic, detailed, and mission-driven leader responsible for managing, overseeing, and implementing ESRCDC's educational programs and initiatives, with a direct reporting relationship to the Executive Director. The Director of Education & Engagement will ensure that all education programs are delivered effectively and in alignment with the organization's mission and strategic goals. This role carries responsibility for staffing, budgeting, program deliverables, partnership development, and compliance with safety and organizational policy. The ideal candidate will be committed to ESRCDC's mission and values, bring strong program management and supervisory experience, and have the ability to work effectively with staff, partner schools, community organizations, and funders. The Director of Education & Engagement will have the ability to work independently on projects from conception to completion, and must be able to manage a wide variety of activities and shifting priorities with discretion. The Director of Education & Engagement will work closely with the Executive Director in achieving goals related to program strategy, budgeting, staff development, community partnerships, and compliance.

DUTIES & RESPONSIBILITIES:

Program Oversight and Management (8–12 hrs/week):

- SLEWS: Supervise program deliverables, organize educational field days, and maintain partnerships with schools and community organizations.
- Jr. Chef: Work with the Education Program Manager to ensure successful delivery of cooking classes focused on food preparation and nutrition.
- Jr. Farmer: Guide program staff in delivering hands-on agricultural education for youth.
- SOILS Education Center: Lead day-to-day management of the SOILS Center, including farm and garden operations, curriculum development, and community outreach.
- Conduct weekly check-ins with program staff and facilitate program-related meetings to monitor progress and ensure alignment with goals.

Budget Management and Financial Oversight (4–6 hrs/week):

- Develop and manage budgets for all educational programs and projects, and prepare quarterly budget updates for the Executive Director.
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- Collaborate with the Executive Director and other directors to ensure cross-program grant compliance.
- Oversee invoicing, financial tracking, and reporting for educational programs, and monitor expenditures to identify and address funding gaps.

Staff Supervision and Training (3–5 hrs/week):

- Supervise and support education program staff, including the Education Program Manager, Farm Manager, and other team members.
- Onboard new staff and provide ongoing training on program tools, safety policies, and implementation techniques.
- Conduct bi-weekly check-ins with direct reports and provide annual performance evaluations.

Program Development and Strategic Planning (3–4 hrs/week):

- Develop and maintain a 3–5 year strategic plan for education programs, including measurable goals.
- Research and propose new initiatives to expand program impact, and submit at least one new project or funding proposal per quarter.

Partnership Development and Community Engagement (2–3 hrs/week):

- Build and maintain partnerships with schools, community organizations, and other stakeholders; develop at least one new partnership per quarter.
- Represent ESRCDD at outreach events and public presentations, attending at least one community event per quarter.

Compliance, Safety, and Reporting (2–3 hrs/week):

- Ensure compliance with organizational policies and safety regulations, and conduct monthly safety briefings for staff.
- Submit quarterly program progress reports and an annual summary of program achievements to the Executive Director and funding agencies.

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:

- Proven experience managing educational or youth-serving programs, ideally in agriculture, natural resources, or nutrition education.
 - Strong budgeting, financial oversight, and grant-compliance skills, with meticulous attention to detail.
 - Demonstrated staff supervision and training experience, including onboarding and performance evaluation.
 - Excellent written and verbal communication skills, with experience developing partnerships with schools and community organizations.
 - Ability to develop and manage strategic plans and pursue new funding and program opportunities.
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- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint) and Google Suite; comfort with curriculum development and program reporting tools.
- Ability to work under pressure, manage shifting priorities, and handle confidential matters with discretion.
- Ability to work independently as well as part of a team.

WORK ENVIRONMENT:

This job operates in a professional office environment as well as outdoor farm, garden, and field-day settings, with a flexible work schedule and 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 program field days and special events. ESRCD policy requires two work days in-office or in-field. ESRCD offers flexible schedules with prior approval. Employees may occasionally be asked to travel to alternative sites for special events, Board functions, or 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 program and field-day sites, and will occasionally be engaged in farm, garden, or community planting activities, serving outside in various types of weather.

COMPENSATION AND BENEFITS:

Financial compensation for the Director of Education & Engagement will be commensurate with applicable experience. Benefits include a health, dental, and vision plan; paid time off; a retirement plan; 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.

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: email your resume and cover letter to info@eaststanrcd.org. Applications will be accepted until the position is filled.
