



Title: Agriculture and Rangeland Community Projects Assistant

About Sierra RCD: The mission and function of the SIERRA RESOURCE CONSERVATION DISTRICT (Sierra RCD) is to take available technical, financial, and educational resources, whatever their source, and focus or coordinate them at the local level, to meet the present and future natural resource needs of the local land user. Offices are in Auberry and Fresno, CA. More information can be found at www.sierrarc.com

Sierra RCD's service area covers the eastern half of Fresno County and has two main programs in operation that interact with local land users and landowners: the Forestry and Watershed Program which predominantly focuses within the Sierra Nevada Mountains and foothills, and the Agriculture and Rangeland Program which focuses within the Sierra Nevada foothills and Central Valley floor.

The Agriculture and Rangeland Program (A/R Program): The Sierra RCD A/R Program is committed to supporting Fresno County's diverse and productive community of small to mid-scale producers and ranchers by providing technical assistance on soil and water conservation practices with an emphasis on supporting historically underserved producers and ranchers. The A/R Program also participates in partnership support services that improve farm and ranch productivity and resilience to climate change.

Overview: Sierra RCD seeks an individual with a deep commitment to serving the agricultural community of the Central Valley to fill this position and support the A/R Program's community engagement work. The Community Projects Assistant plays a crucial role in connecting the communities we serve to awareness of resources available, by working with the A/R Program Manager in coordinating educational workshops and events, providing technical assistance on funding and other opportunities, fostering organizational partnerships, and compiling grant proposals and management.

This position will work collaboratively internally and externally as follows:

1. (40%) Outreach and Education Opportunities on relevant topics: Sierra RCD A/R Program will work on opportunities related to land access, business development, soil health, water conservation, regenerative agricultural practices and more.

- Provide outreach, marketing and logistical support for events to help ensure they are well-attended, operate smoothly, and are a positive and beneficial experience for participants.
- Work with staff and interns to produce content for printed materials and website postings for funding and other opportunities.
- Help develop, coordinate production and distribution of print materials and assist in social media postings.
- Draft newsletter and website articles on A/R work and assist in circulation.
- Help maintain relationships with aligned agencies, organizations, community groups and others providing relevant expertise and assistance for farmers and ranchers.

2. (30%) Technical Assistance to Producers and Ranchers:

- Direct Funding: Contribute to implementation of an economic relief small-grant program to producers and ranchers experiencing losses due to drought. Work will include reviewing

applications to ensure eligibility and consistency with program priorities, reviewing selected applicants with the primary funder, and coordinating awards.

- Research funding opportunities that will support productive and resilient farm operations.

3. (15%) Grant Administration and Program Support:

- Assist in keeping contact database of producers and ranchers up to date.
- Assist with recordkeeping and preparation of reports to Grantors on relevant A/R Program grants, including ensuring drought relief Direct Funding grant-making and related procedures are completed professionally and on schedule, consistent with best practices.
- Participate in applying for relevant grant funding and other fundraising opportunities.
- Contribute to evaluating program effectiveness and relevance; identify opportunities to advance goals and objectives of the A/R Program and broader Sierra RCD.

4. (15%) General Project Assistance: The Community Projects Assistant will also provide assistance on a range of A/R Program projects. For example:

- Coordinating acquisition of project materials: trees and shrubs, fencing, office supplies, etc.
- Maintain pollinator gardens and participate in occasional field work days;
- Schedule meetings and take notes; and
- other work as this position develops.

Essential Experience and Desired Qualifications:

- Associate's degree and at least two years of experience in agriculture, natural resource management, environmental science, resource conservation, or related fields;
- Bi-lingual proficiency including interpreting in-person and translating written materials;
- Experience with MS Office including Word and Excel; organizational skills;
- Strong attention to detail and ability to work as a team member with minimal supervision;
- Solid written and oral communication skills and excellent phone manner;
- Ability to organize details, set priorities, and meet deadlines;
- Ability to operate with discretion;
- Open to training in grant writing, implementation, reporting, and budget management; and
- A valid State of California driver's license and reliable transportation.

Reports to: Agriculture and Rangeland Program Manager

Working Conditions: This is a Full-time position (40 hours per week), hybrid schedule of in-office and remote work. Applicants must be primarily located within Fresno County, or live within a reasonable driving distance. This position will require daily speaking on the phone, emailing and online meetings, with periodic in-person meetings and site visits to farms and ranches in Fresno County.

Commitment: Compensation range is \$22 to \$25 per hour (approximately \$45,750 to \$52,000 per year) commensurate with experience and qualification. Benefits available include health insurance, paid time off for public holidays, vacation and sick days, and relevant training opportunities on grant writing and management, regenerative agriculture practices, ArcPro GIS, and more.

To Apply: OPEN UNTIL FILLED. Send Letter of Interest and Resume to Karin Roux: kroux[at]sierrarc.com.