



Title: Agriculture and Rangeland Program 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 while strengthening the agricultural industry and its 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 lead the A/R Program's community engagement work. The Program Assistant plays a crucial role in implementing grant projects, assisting with educational workshops and events, and providing technical assistance on funding opportunities.

The Program Assistant will work on the following:

1. Assistance on Project Implementation

- Assist with the implementation of habitat restoration projects under a Wildlife Conservation Board grant. This will include planning, procurement of plants and materials, habitat establishment, and program site monitoring.
- Contribute to implementation of a direct-funding program to small and mid-scale producers and ranchers providing economic relief from losses due to drought. Work will include communicating program priorities, reviewing applications to ensure eligibility and consistency with program priorities, assisting applicants, reviewing selected applicants with the primary funder, communicating decisions to applicants, and coordinating awards.

2. Develop Outreach and Education Opportunities on relevant topics:

Assist with coordination of workshops and other events. Establish and/or maintain relationships with aligned agencies, organizations, community groups and other entities providing relevant expertise and technical or financial assistance for farmers and ranchers. Represent Sierra RCD at public meetings, and make presentations at events and workshops as needed.

3. Other appropriate work as this position develops.

Essential Experience and Desired Qualifications:

- Bachelor's degree and three-plus years of professional experience in outreach and education in agriculture, natural resource management, resource conservation, or related fields;
- Multi-lingual proficiency including interpreting in-person and translating written materials;
- Understanding the unique circumstances and history of the agricultural industry and culture of California's Central Valley;
- Working directly with farmers, ranchers, agricultural and environmental professionals;
- Proficiency with MS Office including excel and other data management programs;
- Ability to work independently, multi-task and prioritize in a dynamic work environment; and
- A valid State of California driver's license and reliable transportation.

Reports to: Agriculture and Rangeland Program Manager

Working Conditions: This is a part-time position (20 hours per week), hybrid schedule of in-office, remote work, and field work. Applicants must be primarily located within Fresno County, or live within a reasonable driving distance. This position will require speaking on the phone, emailing, online meetings, in-person meetings and site visits to farms and ranches in Fresno County.

Commitment: Compensation range is \$19 to \$25 per hour commensurate with experience and qualification. Benefits available include paid sick days and use of district vehicles for work activities.

To Apply: OPEN UNTIL FILLED. Send Letter of Interest and Resume to Jessie Kanter: jkanter@sierrarc.com