



Stewardship – Responsibility – Innovation

Administrative Assistant – Forestry Program

About Sierra RCD:

A non-regulatory, non-taxing, nonprofit Special District of the State of California, the Sierra Resource Conservation District (Sierra RCD) coordinates technical, financial, and educational resources to address the present and future natural resource needs of local landowners. Our work spans forestry, watershed, wildfire resilience, agriculture, and community conservation. Offices are located in Auberry and Fresno.

Purpose:

The Administrative Assistant will provide critical administrative and organizational support to the Forestry Program. This position ensures smooth internal operations by managing program documents, assisting with grant-related tasks, coordinating communication, and supporting staff with day-to-day administrative needs. The ideal candidate is highly adaptable, organized, and detail oriented. They will support all Forestry Program Manager and staff and report directly to the Forestry and Watershed Program Manager.

Responsibilities/Duties:

- Manage, organize, and maintain all documents submitted by forestry management, staff, contractors, and partners.
- Create, format, and edit documents, ensuring accuracy, consistency, and adherence to Sierra RCD standards.
- Maintain digital and physical filing systems for forestry projects and compliance documentation.
- Track document submission deadlines and ensure staff follow proper file structure and naming conventions.

Grant & Reporting Support:

- Assist with preparing grant reports, tracking deliverables, and organizing supporting materials.
- Maintain program calendars and workflows to support grant compliance.
- Support development of grant-related documents, budgets, and narrative components as assigned.

Communication & Collaboration Support:

- Monitor program emails, and communication platforms.
- Route messages to appropriate staff and assist with interagency communication.
- Draft internal communications, meeting summaries, and administrative notices.

Administrative Operations:

- Schedule meetings, coordinate calendars, and send reminders for program staff and partner engagements.
- Attend meetings as needed to take notes and distribute minutes.
- Support travel logistics, room reservations, and administrative planning for staff activities.
- Assist with onboarding materials and orientation support for new forestry team members.
- Oversee general administrative needs for the Forestry Program, including supplies and document templates.

Quality Control & Standards:

- Review documents for grammar, formatting, accuracy, and completeness prior to submission.
- Ensure staff follow internal standards for document creation, naming, and filing.
- Identify missing information or inconsistencies and work with staff to resolve issues.

Reports To:

Forestry and Watershed Program Manager

Commitment:

Part-time position, \$20/hr, 20 hours per week, flexible schedule, weekly meetings.

Benefits:

Sick Pay, District Vehicle Use, Training.

Required Qualifications:

- Experience in administrative support or office management.
- Strong organizational skills with the ability to manage large volumes of documents for multiple projects.
- Ability to learn and understand grant processes, compliance requirements, and reporting.
- High attention to detail and strong review/editing skills.
- Strong written and oral communication abilities.
- Proficiency with Microsoft Office, Teams, and file-sharing tools.
- Ability to multitask and prioritize in a dynamic environment.
- Detail-oriented, self-directed, and able to work independently and as part of a team.

- Valid driver's license and reliable transportation.

Preferred Qualifications:

- Bachelor's degree in Business or related field.
- Experience providing administrative support in natural resources, forestry, environmental, or land-management programs.
- Experience in natural resources, forestry, or nonprofit/government sectors.
- Familiarity with grant-funded projects, tracking deadlines, deliverables, reporting and invoices.
- Strong organizational and communication skills; ability to manage multiple priorities.
- Ability to organize and take direction.
- Excellent written and verbal communication skills, including professional correspondence with landowners, contractors, agency partners, and staff.