POSITION OPENING

POSITION: Conservation Project Coordinator
Full-Time / Benefited / Hourly / Non-Exempt
RECRUITMENT ID: 870
COMPENSATION: $30.00 per hour
LOCATION: Center for Regenerative Agriculture & Resilient Systems (CRARS); Candidate must be a California resident at the start of the position. This position is likely to be a combination of in-office and remote work.

ESSENTIAL JOB FUNCTIONS: This position will be responsible for support and coordination of grant-funded regional conservation planning and education programs. Following USDA guidelines and requirements of the funded program, the position will work with multiple federal and state agencies, Regional Conservation Districts (RCDs) and other conservation partners to provide technical assistance to producers for conservation planning and implementation, including creating conservation activity plans. The position will regularly communicate with project partners to enhance technical assistance and partner networks, and the development of systems-based approaches to land management across an 11-county geographic areas; provide administrative support to reimbursements for technical assistance services; develop and conduct dissemination and outreach strategies; coordinate and manage project meetings, producer field days and other events as required; communicate with evaluators to facilitate synergy and efficiency of evaluation activities (e.g., survey and interview schedules); prepare and submit reports. Additional responsibilities include coordination of a Technical Service Provider (TSP) Training Program, including recruitment, instructional, and project management support; as well as providing support to individuals enrolled in the program. May contribute to ongoing funding and development efforts for sustainability of the Center (e.g. proposal development, leveraging and/or creating partnership and program opportunities).

EMPLOYMENT STANDARDS:

- Bachelor’s degree with a master’s degree preferred. The field of study should be related to agriculture production, natural resource management, agricultural education or a related-field that prepares the applicant to meet essential job functions.
- Knowledge of sustainable/regenerative agriculture farming practices and principles of soil health
- Project and/or grant management experience.
- Ability to create Conservation Activity Plans (CAPs) for multiple resource concerns.
- Ability to communicate effectively with agricultural producers, landowners, technical service providers and other stakeholders.
- Understanding of the National Resource Conservation Service (NRCS) 9-step conservation planning process.
- Ability to navigate federal and state agencies to understand conservation planning opportunities, including funding for practice implementation.
- Excellent oral and written communication skills and experience with reporting.
- Proficient with all Microsoft Office products, particularly Word, Excel and PowerPoint.
- Demonstrated experience in program management, including work plans, timelines and budgets.
- Organizational skills and the ability to prioritize tasks.
- Responsible, punctual, self-directed and task-oriented with strong problem-solving skills.
- Ability to adapt in a fast-paced, evolving work environment and to work within deadlines.

DISCLOSURE OF CAMPUS CRIME STATISTICS
CSU, Chico’s Annual Security Report includes summaries of institutional policy relating to campus safety, drug and alcohol use, sexual assault, and other matters. The report is published in compliance with the Clery Act and includes three years of certain crime statistics that occurred in Clery Act defined geography. A paper copy of the report may be requested in person at CSU, Chico Police Department by calling (530) 898-5555. It is also available on the web at 2020 Annual Security Report.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises’ policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
• Must have excellent people skills, and work well as a member of a team.
• Must have the ability to take direction and dynamically adjust to feedback.

DESIRABLE SKILLS:
• Certification as a Technical Service Provider (TSP) or Certified Conservation Planner (CCP) in Carbon Farm Planning, Soil Health, Nutrient Management, Wildlife & Pollinator Habitat, Grazing Planning, or Conservation Planning – or interest in becoming certified.
• Grant writing and management experience.
• Current experience with data analysis and statistical software (e.g., R).
• Current experience with GIS or other intensive mapping software.

COMPLIANCE REQUIREMENTS:
• Candidate must be in possession of valid driver’s license and automobile liability insurance. Participation in the DMV Employer Pull Notice Program (driving record) is required. The candidate will be required to update their insurance with Chico State Enterprises Human Resources when necessary.
• Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.
• CSE is collecting information from current employees and new hires in process to comply with this CSU system policy. Job candidates who receive a contingent offer of employment will be required to complete a self-certification process prior to receiving a final offer of employment. A candidate will be asked to certify whether they are fully vaccinated, are in the process of becoming fully vaccinated, will request a medical or religious exemption, or do not plan to access any campus/CSE facilities or participate in any in-person work. Questions regarding this process should be directed to the CSE HR team at csehr@csuchico.edu.

BENEFITS: Benefits for employees working 30 hours or more per week include employer paid life insurance ($50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 14 paid holidays including 1 personal holiday; vacation accrual (initially 10 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

HOW TO APPLY:
To be considered, submit the following documents by June 13, 2022. Documents submitted after this date will not be considered.
• Cover Letter
• Resume
• Three Professional References

BY DROP BOX: https://csuchico.app.box.com/f/b1f818c20dd6445ab28c0d5a54c38c12
BY EMAIL: csejobs@csuchico.edu

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-

DISCLOSURE OF CAMPUS CRIME STATISTICS
CSU, Chico’s Annual Security Report includes summaries of institutional policy relating to campus safety, drug and alcohol use, sexual assault, and other matters. The report is published in compliance with the Clery Act and includes three years of certain crime statistics that occurred in Clery Act defined geography. A paper copy of the report may be requested in person at CSU, Chico Police Department or by calling (530) 898-5555. It is also available on the web at 2020 Annual Security Report.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against personnel on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises’ policy to hire only United States citizens and aliens wholly authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.