



JOB DESCRIPTION

PROJECT ASSISTANT

THE ORGANIZATION: The Northern California Regional Land Trust (NCRLT) is a non-profit 501(c)(3) organization that assists landowners and public agencies in the voluntary protection and conservation of agricultural land, open space, wildlife habitat, and other natural resources. Working across Butte, Glenn, and Tehama Counties, we are dedicated to responsibly stewarding natural landscapes and our region's deeply rooted farming and ranching heritage for generations to come. We are celebrating our 30th anniversary this year, and over that time, have permanently protected over 30,000 acres across the North State, including sites like the historic Berkeley Olive Grove, a large portion of Rancho Llano Seco—one of the few intact Mexican Land Grant properties—and critical anadromous fish habitat on lower Deer Creek.

Thanks to the support of federal, state, and local partners, we will be adding at least 7,000 acres to our portfolio this fiscal year through new conservation easements. Conservation easements shelter farms, ranches, and wild lands from current and future development threats, preserving scenic vistas and rich agricultural resources across our region. Through this legal process, the Land Trust acquires most of the development rights, allowing landowners to generate capital on their investment while leaving a unique legacy of open space for their families and the North State. NCRLT is governed by a five-member Board of Directors, and has a lean but effective team of 4 full-time and part-time staff. Learn more about our organization at www.landconservation.org.

JOB TITLE: Project Assistant
POSITION: Hourly/Non-exempt, Non-Benefitted, Term Contract
TERM: October 2020 - December 2021, not to exceed 15 hr/wk or 488 hrs total
WAGE: \$17.15 per hour
REPORTS TO: Executive Director, Dep. Executive Director, and/or Conservation Director
LOCATION: 30 Independence Circle, Suite 100, Chico, California 95973

RESPONSIBILITIES:

The following is a sample of potential tasks that the candidate may undertake, but additional, closely aligned tasks may be assigned based on the candidate's skills and interests, as well as project needs.

- Assisting in the development of informational resources related to agricultural conservation easements, regional landscape conservation priorities, and land management practices that contribute to climate and/or ecosystem resilience
- Assisting in the development of strategic conservation planning products, which may include but are not limited to a toolkit of best practices for identifying, protecting, and managing climate resilient landscapes and features; a regional map identifying high-priority parcels for protection of climate resilient landscapes and features; or development of contact lists based on parcel ownership
- Gathering and organizing information and documents required to pursue agricultural conservation easement acquisition
- Identification of prospective funding resources related to agricultural conservation easement acquisition, climate-resilient land management, and/or climate adaptation at the landscape scale
- Calculating greenhouse gas emission avoidance from specific agricultural conservation easements under development by NCRLT
- Assisting with other technical, financial, or policy research as assigned in support of strategic conservation planning for the Northern Sacramento River Valley and Sierra foothills

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in Natural Resources, Agriculture, Environmental Science, Environmental Planning/Geography, Land Use Planning, Biology, or a related field, *or* currently enrolled as a student with Senior or Graduate student standing in one of these fields
- Familiarity with or interest in issues and practices related to any of the following: environmental conservation, habitat protection, watershed health/riparian ecosystems, climate change adaptation, family farming, sustainable/climate-smart agriculture, or conservation fundraising
- Academic, professional, or volunteer experience with data, literature, and/or policy research
- Academic, professional, or volunteer experience with document production, editing, and basic graphic design/layout for professional reports or educational materials
- Proficiency with MS Word, Excel, and Powerpoint and operation of a PC/Windows OS
- Willingness to learn new skills, and close attention to detail in work products
- Personable, courteous, and professional demeanor, and ability to work collaboratively with others
- Ability to balance multiple, concurrent tasks, and to adapt to changing priorities and directions based on project needs
- Excellent written and verbal communication skills
- Preference may be given to candidates with academic or professional experience with geospatial analysis and cartography using ArcGIS or open source GIS software

PERSONAL QUALITIES:

- Has an exceptional work ethic, and sees tasks/commitments through to completion
- Practices honesty, integrity, and forthrightness
- Shows respect and courtesy to colleagues, supervisors, clients, partners, and supporters of the NCRLT
- Practices open communication with project collaborators and supervisors, and demonstrates willingness to learn from mistakes and/or constructive feedback of work products
- Is committed to personal and professional development and skill growth
- Values diversity of background, experience, identity, and belief

COMPENSATION AND BENEFITS:

1. Wage \$ 17.15 per hour, not to exceed 15 hr/wk or 488 hrs total
2. Paid vacation None
3. Paid holidays None
4. Paid sick leave 24 hrs/yr (California minimum)
5. Additional Benefits None

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

TO APPLY:

Submit your (1) cover letter, (2) current resume, and (3) contact information for 2-3 academic or professional references who can speak to your skills and experience related to the responsibilities of this position to deputyexec@landconservation.org by 5:00pm on Monday, November 16, 2020. We recognize that applicants may be displaced or in temporary housing due to the pandemic. In your resume, please specify the address where you currently reside in addition to your permanent mailing address.

The NCRLT does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, sexual orientation, or age.