



(925) 672-4577 | Phone  
(844) 206-6977 | Fax  
5552 Clayton Rd., Concord, CA 94521  
[www.ccrd.org](http://www.ccrd.org)

---

## EMPLOYMENT OPPORTUNITY

### **Title: Agriculture Conservation Coordinator - Urban Agriculture**

Status: Full Time (32-40 hours/week)

Reports Directly to: Agriculture Program Director

**Application Deadline:** First review of resumes April 1, 2024

### **Organizational Background**

Contra Costa Resource Conservation District (RCD) is a non-regulatory, special district (local government) that facilitates the conservation of natural resources within Contra Costa County. Since incorporating in 1941, as a response to the Dust Bowl natural disaster, Contra Costa RCD has worked with farmers, ranchers, agency staff, and members of the public to conserve natural resources on farms, ranches, and in creeks and streams. Contra Costa RCD receives some property tax funding, but is largely supported by grants or contracts from local, state, and federal sources. Contra Costa RCD is a mid-size Resource Conservation District, employing over 15 people with expected growth in the years to come.

Contra Costa Resource Conservation District seeks a highly motivated candidate with excellent qualifications to work with the Agriculture Conservation Program at CCRCD focused on providing technical assistance to urban agriculture operations inclusive of small farms, school farms, and community gardens to deliver voluntary conservation programs to Contra Costa farmers. The employee is expected to enthusiastically support CCRCD's public service mission to facilitate conservation of natural resources within Contra Costa county while also representing CCRCD at public events, meetings, and functions.

### **Primary Responsibilities and Duties**

#### **Conservation Technical Assistance (80%)**

- Support the development and implementation of conservation programming and technical assistance to historically underserved producers and communities as they align with strategic plan strategies.
- Working with the CCRCD Agriculture Conservation Manager and other agricultural partners including: the USDA Natural Resources Conservation Service (NRCS), UC Cooperative Extension (UCCE), Contra Costa Agriculture Department, etc. provide conservation technical assistance to farms and ranches throughout Contra Costa county including: row crop systems, orchards, vineyards, livestock operations, field crops, and urban farms
- Provide technical assistance and support to urban farms, school and community gardens, rooftop gardens, and other emerging operations to support food systems and food production in East Bay food desert communities
- Support urban agriculture through community organizing and bringing together different partners, organizations, specialists, and resources to achieve conservation objectives
- Provide technical assistance and outreach for CCRCD/NRCS programs including: carbon farm planning, illegal dumping prevention and cleanup on agricultural lands, CDFA Healthy Soils Program, NRCS Environmental Quality Incentives Program, and NRCS Conservation Stewardship Program

#### **Agriculture Conservation Support (20%)**

- Working with the CCRCD Agriculture Program Director and other agriculture support groups, develop and assist on other RCD agriculture projects including: illegal dumping prevention and cleanup, carbon farm planning and conservation planning, permitting assistance
- Support the CCRCD Agriculture Program Director and other RCD Ag team members in researching and applying for potential grants and other funding opportunities as needed.
- Support the creation of educational materials, outreach content to inform our community on water conservation, soil health, fire preparedness, pollinator habitat, and climate-smart best management practices on working lands.

- Support conservation project specific community outreach efforts including but not limited to the development of eNewsletter articles, success stories, and social media content.

### **Minimum Qualifications**

- Combination of education and experience, typically equivalent to possession of a Bachelor's degree in natural resource management, communications, agriculture, education, or related field.
- Strong work ethic, the ability to work independently with minimum supervision, work cooperatively with diverse stakeholders, and take initiative
- Competency in establishing cooperative working relationships and exceptional interpersonal skills.
- Excellent communication skills, relationship building skills, writing skills, and public speaking ability
- Flexible hours required, including some weekday nights and weekends, to attend community events, meetings, and conferences.
- Competency with current computer and tablet technologies, including Google Workspace and MS Office
- Strong organizational skills, including ability to prioritize daily and long-term objectives and meet deadlines. Attention to detail and exceptional follow-up skills are critical.

### **Desired Knowledge, Skills, and Experience**

- Completion of a Bachelor's degree in natural resource conservation, biology, ecology, agriculture, horticulture, or other closely related fields
- Familiarity with ArcGIS and other mapping/monitoring software
- Grant writing or other fund development experience
- Knowledge and familiar with rangeland management, livestock (primarily cattle) grazing,\
- Ability to communicate in Spanish

### **Work Environment**

Work is performed in an indoor/outdoor setting to include:

- Field settings that include various terrains, dense vegetation (with possible exposure to poison oak, ticks, and mosquitos), and hot, cold, and wet conditions.
- A professional office environment that includes operation of standard office equipment such as computers, phones, copiers, calculators, and filing cabinets.

Work and office hours are typically during normal business hours; however, this position may require periodic work during early morning, evening, and weekend hours to fulfill client, partner, and CCRCDC needs. The primary employment sites are the Contra Costa office in Concord, CA. Local travel within Contra Costa and Alameda County, and occasionally within the greater Bay Area and Sacramento-San Joaquin Delta will be occasionally necessary.

### **Physical Requirements**

In the office, one may be exposed to moderate noise levels and could require long hours at a computer under artificial lighting. Repetitive hand use, eye/hand coordination, and extended period of sitting or stationary activity in front of a screen is required. Further, extended periods of standing may be required during presentations or meetings. There is also potential for field work, visiting remote locations where fire prevention work could, will be, or has occurred. This requires the ability to lift 25 pounds and to potentially hike up to 2 miles over uneven terrain, in remote locations with exposure to a wide range of adverse weather conditions.

### **Compensation**

CCRCDC offers a competitive salary commensurate with experience, with an expected pay range between \$25-30/hour depending on qualifications and experience. Employees working 30-40 hours per week receive 100% medical coverage, pro-rated holiday, sick, and vacation benefits, and access to a voluntary deferred compensation program. Program positions are typically grant funded for 1-3 years with an expectation to continue developing funds to retain the position.

---

**To Apply**

If interested, please send a cover letter and resume to Ben Weise, Agriculture Conservation Manager, at [bweise@ccrcd.org](mailto:bweise@ccrcd.org) or to 5552 Clayton Rd., Concord, CA 94521. For more information, please visit the CCRCd website at <http://www.cccrcd.org> or reach Ben Weise at (925) 690-4145.

**Within your cover letter, please include a statement discussing that you've researched and considered the cost of living in Contra Costa County (or the Bay Area) and how you might make that work if offered this position.**

---

*CCRCd is committed to creating a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

*Our work serves all communities, including those marginalized or underserved. We strongly encourage applications from people who share similar experiences with these communities.*