



JOB DESCRIPTION: PROGRAM ASSISTANT: LAND MANAGEMENT

The Program Assistant for Land Management performs a wide variety of duties supporting the implementation of the Coachella Valley Multiple Species Habitat Conservation Plan (CVMSHCP) on conservation properties. Primary responsibilities will be to manage conservation properties, ensuring assets such as gates, signage and fencing are operational, safe and presentable and that conservation values of these properties are protected and enhanced by conducting property inspections for invasive species and dumping. Other duties include leading outreach and volunteer events and supporting the strategic goals of the CVMSHCP by managing and implementing projects. The Program Assistant will also assist with completing projects that protect and improve natural resources across a variety of CVCC properties including participation in Management and Monitoring meetings, developing interpretive signage and Trails Management activities. They will perform simple maintenance such as mending fences and installation of signs in Conservation Areas and coordinate with conservation corps and contractors for larger maintenance needs. The Program Assistant will also complete administrative tasks and office-oriented work as part of maintaining entries to the Land Management database in ArcGIS. Serves under the direction of the Conservation Program Manager and the Director of Environmental Resources to provide support to the Reserve Management Oversight Committee, Reserve Management Unit Committees, and the Trails Management Subcommittee.

REPRESENTATIVE DUTIES

Responsibilities may include, but are not limited to the following:

- Maintain regular communication with Conservation Program Manager and Environmental Department team regarding land management tasks and priorities.
- Assist with ecological restoration, site maintenance, and priority weed control projects as directed.
- Inspect fencing, gates, signage and conservation properties for dumping and invasive species.
- Install and maintain Reserve signage as necessary.
- Complete minor repairs of fencing and gates for safety, and general appearance.
- Download and maintain HOBO weather stations.
- Supervise conservation corps and maintenance contractors for completion of larger repairs, clean-ups, and removal of invasive species.

- Coordinate with Law Enforcement to address off-road vehicle trespass and vandalism issues.
- Document operations through CVCC Land Management ArcGIS online database.
- Plan and develop interpretive signage about species and habitats on conservation properties.
- Work with partners to develop trail maintenance and improvements.
- Coordinate volunteers for land management and monitoring to yield meaningful results on priority projects.
- Work directly with Conservation Program Manager to plan/manage/track a dynamic/changing year-round calendar of volunteer training, needs, and core programs.
- Provide support to researchers and interns to advance conservation leadership.
- Improve emergency preparedness and safety for volunteers and for Reserve visitors and trail users.
- Track timeline of stewardship projects
- Research, prepare, and coordinate stewardship activities, including volunteer outreach.
- Produce land inspection reports of activities, decisions taken and Reserve conditions.
- Manage contracts and payment requests.
- Other duties as assigned.

DESIRABLE QUALIFICATIONS

Land management, reserve manager, construction or maintenance experience; first aid and CPR certifications (Wilderness First Responder or Wilderness First Aid preferred); public outreach / coordination of volunteers for field activities or events; public speaking in the context of related/conservation fields; weed management experience, using both physical and chemical control; plant and animal identification skills; GPS & ArcGIS familiarity; knowledge of conservation of habitat for endangered/rare species; conservation biology and desert ecology; acquisition and management of public and private reserve lands; environmental conservation and sustainability practices; organizational, fiscal and project management; contractual, legal, and regulatory document preparation and negotiation; experience with local governments helpful.

ABILITY TO

Manage multiple projects and contractors with deadlines; communicate effectively with co-workers, partners and the Conservation Program Manager; provide excellent problem-solving, time management, and organizational skills; provide maintenance and other practical construction skills; ensure the safe and effective use of a wide range of hand tools, power tools, vehicles and equipment in remote areas, including off-road driving experience; engage the public in support of the CVMSHCP and conservation ethics; prepare and present written and verbal staff reports and presentations to diverse audiences; engage with agency and stakeholders; support

improvements and changes to department/agency functions and procedures; be resourceful and self-directed.

MINIMUM QUALIFICATIONS

Equivalent to or completion of high school. Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. Knowledge of land management and administration practices and procedures, including project planning, organization, records management and the operation of computers and other standard office equipment. Have the ability to: 1) perform routine field work to inspect properties, attend coordination meetings and complete land management reports in an efficient manner; and 2) learn office methods, rules, and policies and understand and carry out oral and written directions working cooperatively with others; and 3) be willing to learn software for ArcGIS database management, including remote applications to be used for field work on tablets.

PHYSICAL CONDITIONS

Job functions may require maintaining physical condition necessary for performing strenuous work, including property inspections which may require hiking on difficult terrain in a variety of environmental conditions; ability to lift and/or move up to 25 pounds; possibility of working early mornings, evenings or weekends to complete field projects.

LICENSES AND CERTIFICATES

Valid California Driver's License.

CLASSIFICATION

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