

 <p>MARIPOSA COUNTY RESOURCE CONSERVATION DISTRICT</p>	<p>MARIPOSA COUNTY RESOURCE CONSERVATION DISTRICT</p> <p>P.O. Box 2403, Mariposa, CA 95338 (209) 966-0970 MariposaCountyRCD@gmail.com</p>
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HOME HARDENING PROGRAM ASSISTANT

Position Description

ORGANIZATIONAL BACKGROUND

The mission of the Mariposa County Resource Conservation District (MCRCD) is to encourage and facilitate cooperative solutions to local resource conservation issues. We provide technical, financial and educational resources to meet the needs of local land users. The MCRCD is a special district of the State of California and is primarily funded by grants. We are one of the more than 100 RCDs throughout the State and are governed by a five-member board of directors.

GENERAL JOB DESCRIPTION

MCRCD is seeking responsible, personable, and mission-driven professionals to assist with onsite assessments and home hardening activities for our Home Hardening/Wildfire Resilience program. The ideal candidate will be well organized and reliable, have strong interpersonal skills, and be able to effectively coordinate with the Program Manager to ensure meeting scheduled appointments with homeowners.

The Home Hardening/Wildfire Resilience program includes a two-person team to perform onsite home assessments with direct installation of 1/8" mesh vent screens on crawl space and attic vents, clearing of vegetation and flammable materials from the 0 to 5-foot zone around buildings and other light work, such as removing leaf buildup from roofs. During the assessment, the Home Hardening team takes notes. When the visit is complete, the HH team will coordinate to use site visit notes to produce a report with further personalized recommendations and send it to the property owner.

This program is funded by a grant from CAL FIRE. MCRCD will provide home hardening assessment training from the University of California Cooperative Extension, and CAL FIRE has periodic two-day certifications for Home Hardening and Defensible Space Assessors which we will provide when available. Candidate must be willing to work as needed and comply with a schedule that has been arranged by the Program Manager with multiple homeowners across Mariposa County. There may be opportunities for additional assignments across MCRCD programs, such as forest and watershed health, and pollinator habitat, if desired.

PREFERRED QUALIFICATIONS

- Experience in forest management, landscaping, construction, conservation, public administration, business administration, or related field
- Proven ability to manage time and materials to meet assignment goals
- Exceptional communication skills and experience with community engagement
- Ability to work effectively within a team environment and meet deadlines

DUTIES & RESPONSIBILITIES

The Program Assistant will work under the direction of the MCRCDD Executive Director to:

- Coordinate scheduling to ensure that the two-person team meets all scheduled appointments for onsite assessments
- Work with Program Manager to coordinate tasks and reporting activities to achieve grant deliverables
- Serve as support in implementing and managing MCRCDD's Home Hardening program
- May be asked to attend public meetings to recruit participants to the program
- Provide as-needed assistance on projects in support of MCRCDD's strategic priorities
- Possess a valid California driver's license, insurance, and a reliable vehicle (mileage is reimbursable)
- Attend meetings on matters related to District programs and/or operations as needed
- Perform additional duties deemed necessary to the operations of the MCRCDD

LOCATION

This is a remote position. The Program Assistant will be expected to report to scheduled onsite home assessments as arranged in coordination with the Program Manager. The Program Assistant may be asked to attend monthly in person meetings with the MCRCDD board of directors at the Mariposa County Ag Building at the Mariposa Fairgrounds, and other public meetings as required. Weekly staff meetings are held by phone or zoom. Services are provided throughout Mariposa County so travel is required.

COMPENSATION

Contract Basis (one-year renewable term), Hourly, Part Time (39 or less hours/week)
Salary range: \$28.00 to \$32.00 to start, depending on experience

BENEFITS

This is a contract position without benefits other than six paid holidays per year. At the end of the one-year term, the contract may be renewed, or the MCRCD may offer a full-time permanent position depending on funding availability.

OTHER

Mileage: mileage will be paid for personal vehicle usage at the current State reimbursement rate. Must have a clear DMV record and maintain vehicle insurance, and have a reliable vehicle.

Candidates must be capable of a full range of motion without restriction, and physical activities that include lifting up to 40 pounds, climbing ladders, crawling under decks, and using simple tools.

APPLICATION DEADLINE

September 30, 2024

HOW TO APPLY

Email a resume, cover letter, and application to MariposaCountyRCD@gmail.com.

EQUAL EMPLOYMENT OPPORTUNITY

The MCRCD is an equal opportunity employer and will consider all qualified applicants without discrimination on grounds of race, color, religion, sex national origin, age, marital status, disability, political affiliation or sexual orientation.