



Project Coordinator Job Announcement

The Honey Lake Valley Resource Conservation District (HLV-RCD) is looking for an experienced Project Coordinator, who can assist with the management of multiple projects from initiation to completion. The successful candidate for this position will be responsible for organizing and participating in stakeholder meetings, ensure project deadlines are met in a timely manner and for preparing and submitting timely technical summary reports to the District Manager for inclusion in monthly staff reports to the HLV-RCD Board of Directors.

The Project Coordinator will be a vital member of the District's fund-raising team. The Project Coordinator will identify funding opportunities and search for grants to support a wide array of projects and will assist with developing grant applications. They will be responsible for assisting the District Manager with overseeing all aspects of grant funding, planning, and organizing all grant-funded programs for the District.

The Project Coordinator reports directly to the District Manager and is responsible for assisting with District operations consistent with the HLV-RCD strategic plan, established goals and objectives, and the current policies and procedures of the District. The position requires an ability to work as part of a team as well as independently to complete all assigned tasks. The Project Coordinator must have the ability to work flexibly within a set of wide-ranging and often variable tasks.

Requirements:

Graduation from an accredited college or university with coursework in natural resources, public administration or related field; or demonstrated project management experience.

- Two (2) years work experience as a Project Coordinator or related field
- Exceptional verbal, written and presentation skills
- Ability to work effectively both independently and as part of a team
- Competency in Microsoft applications including Word, Excel, and Powerpoint
- Knowledgeable about file management, transcription, and other administrative procedures
- Solid organizational skills, including multitasking and time-management
- Strong teamwork skills
- Experience working with non-profit and/or community-based organizations
- Experience with grants implementation and/or oversight

- Must be comfortable with public speaking and presentations
- Ability to work independently with a minimum of supervision
- Must have an excellent work ethic, be an initiator and be diplomatic

Responsibilities:

- Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures
- Organizing, attending and participating in stakeholder meetings
- Documenting and following up on important actions and decisions from meetings
- Preparing necessary presentation materials for meetings
- Ensuring project deadlines are met
- Providing administrative support as needed
- Undertaking project tasks as required
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project
- Ensure stakeholder views are managed towards the best solution
- Create a project management calendar for fulfilling each goal and objective
- Help prepare budgets and invoicing
- Monitor project progress and handle any issues that may arise
- Act as the point of contact and communicate project status to all stakeholders
- Monitor working hours and expenditures
- Create and maintain comprehensive project documents, plans, and reports
- Assist in documenting project phases and create summary reports for the District Manager and Board
- Work with the District Manager in planning and forecasting income and budgets
- Upon receipt of a grant, ensures that the requirements of the funding organization are met and take care of any necessary follow-up

This is a part-time position; however, weekly hours may fluctuate from a minimum of 20 hours to a maximum of 35 hours for the duration of grant funding. The actual work schedule shall be

determined by the District Manager based on the needs of the District. The pay for this position is \$18.00 to \$26.00 per hour DOE.

The position is located in Lassen County. To apply, please send cover letter, resume, and a list of at least three (3) work references to info@honeylakevalleyrcd.us, attention Ian Sims, or mail/deliver to HLVRCD, 170 Russell Ave., Suite C, Susanville, CA 96130. **Closing Date: June 15th, 2018 by 5:00 PM.** Only complete applications received on or before the closing date will be considered. For additional information about the HLVRCD please visit our website at www.honeylakevalleyrcd.org or email info@honeylakevalleyrcd.us

It is the policy of the Honey Lake Valley Resource Conservation District to provide equal employment opportunities to all people without regard to race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, age, sex, or any other classification protected by law, and to promote this policy through a program of affirmative personnel action.