

Project Manager

Job Title: Project Manager

Location: Sutter County Resource Conservation District, Sutter County, CA

Job Type: Full-Time

Salary: \$21-\$25/hour

Job Summary: The Sutter County Resource Conservation District (RCD) is seeking a skilled and dynamic Project Manager to lead and manage a variety of conservation projects. The ideal candidate will be responsible for planning, executing, and overseeing projects that align with the RCD's mission to promote sustainable land use and resource conservation. This role requires strong project management skills, a solid understanding of conservation practices, and the ability to work collaboratively with stakeholders and team members.

Key Responsibilities:

1. Project Planning and Execution:

- Develop detailed project plans, including scope, objectives, timelines, and resource allocation.
- Coordinate and manage project activities to ensure they are completed on time, within scope, and within budget.
- Oversee project implementation, including supervising staff, contractors, and volunteers as needed.

2. Stakeholder Engagement:

- Build and maintain relationships with key stakeholders, including government agencies, community organizations, landowners, and other partners.
- Facilitate meetings, workshops, and presentations to communicate project goals, progress, and outcomes.
- Address stakeholder concerns and incorporate feedback into project planning and execution.

3. Resource Management:

- Manage project budgets and financial resources, including tracking expenditures and ensuring financial compliance.
- Secure and manage funding for projects through grants, donations, and other sources.
- Ensure the efficient use of resources and adherence to conservation principles.

4. Monitoring and Evaluation:

- Develop and implement project monitoring and evaluation plans to assess progress and measure success.
- Prepare and present project reports, including progress updates, financial reports, and final evaluations.
- Identify and address project risks and challenges proactively.

5. Compliance and Documentation:

- Ensure that all project activities comply with local, state, and federal regulations and guidelines.
- Maintain accurate and organized project documentation, including contracts, reports, and correspondence.
- Assist with project audits and evaluations as required.

6. Team Leadership:

- Lead and motivate project teams, including staff, volunteers, and contractors.
- Provide guidance and support to team members to ensure project objectives are met.
- Foster a collaborative and positive working environment.

Qualifications:

- Bachelor's degree in Environmental Science, Natural Resource Management, Project Management, or a related field.
- Minimum of 3-5 years of experience in project management, preferably in a conservation or environmental setting.
- Proven experience managing multiple projects simultaneously and delivering results within scope, time, and budget.
- Strong knowledge of conservation practices, environmental regulations, and sustainability principles.
- Proficiency in project management software and tools.
- Excellent organizational, problem-solving, and analytical skills.
- Strong communication and interpersonal skills, with the ability to engage effectively with diverse stakeholders.
- Ability to work independently and as part of a team.

Physical Requirements:

- Ability to work in various outdoor settings and conditions as needed.

- Occasional travel to project sites and meetings.
- Ability to lift and carry up to 25 pounds as required.

Application Process:

Interested candidates should submit a resume, cover letter, and a list of professional references to scrcdoffice@gmail.com Applications will be reviewed on a rolling basis until the position is filled.