



SISKIYOU RESOURCE CONSERVATION DISTRICT

P.O. Box 268, Etna, CA 96027

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Job Opportunity – Project Coordinator: Forestry & Botany Programs Siskiyou Resource Conservation District (SRCD) June 19th, 2025

The Siskiyou Resource Conservation District (SRCD) is seeking a motivated and skilled individual to serve as a Project Coordinator with a primary focus on the Forestry Program and the capacity to support and potentially lead the District's Botany Program. The ideal candidate will bring experience working in forested ecosystems and native plant communities, along with strong organizational skills to help manage and grow natural resource conservation projects. This part-time position is funded through January 2029, contingent upon a successful six-month probation period and subject to funding availability. The position may be extended beyond January 2029 if the successful applicant secures grant funding that advances the Forestry and/or Botany Programs.

The Project Coordinator will conduct fieldwork, including vegetation and forestry-related surveys, often in rugged terrain and riparian zones. Field tasks include collecting data on species composition, mapping, using GPS and field data sheets, taking photographs, and maintaining or deploying field equipment such as plant ID tools, data loggers, and GIS-enabled devices. Candidates must be able to hike up to two miles and carry field gear. The position also requires data entry and basic analysis, primarily in Excel.

In addition to fieldwork, the Project Coordinator will help develop, organize, and implement conservation projects such as forest resilience assessments, native plant restoration, and invasive species management. The role involves coordinating with landowners, contractors, agency partners, and other technical staff; tracking project budgets and deliverables; preparing reports and outreach materials; and contributing to grant writing and proposal development.

The ideal candidate will demonstrate self-motivation, professionalism, and the ability to work both independently and as part of a team. Strong plant identification skills, familiarity with Klamath and Marble Mountain flora, and experience with forestry or restoration fieldwork are preferred. Applicants should also have strong communication skills, proficiency in Microsoft Office and Google Suite, and comfort using software such as HOBOWare, GPS, and GIS. Experience in project coordination or managing conservation initiatives is a plus.

A bachelor's degree in Forestry, Botany, Biology, Natural Resources, or a related field is required. Applicants must provide proof of identity, hold a valid driver's license, and have access to a personal vehicle (4WD not required; mileage will be reimbursed at the federal rate). Familiarity with the Scott River watershed and respect for private property and landowner relationships is essential.

The anticipated time commitment is 20 to 35 hours per week, with flexibility depending on project needs and seasonal variability. The pay range is \$30 to \$65+ per hour, depending on



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Project contract terms. After 12 months of employment, employees become eligible for a 14% cash benefit in lieu of health insurance. After 24 months, employees are eligible for a 5% SEP IRA retirement contribution. Continuation of the position through January 2029 is contingent on passing the six-month probationary period and ongoing satisfactory performance. The position may end sooner at the discretion of the SRCD Board of Directors if funding or performance issues arise.

To apply, please submit a cover letter and resume by 5:00 PM on July 22nd, 2025. Materials may be dropped off in the mail slot at 450 Main Street, Etna, CA, or emailed to sisqrcd@sisqtel.net. Interviews will be scheduled shortly after the deadline, and the position is expected to be filled at a Board Meeting in late July or August. For questions, please contact the District Office at (530) 467-3975 or email sisqrcd@sisqtel.net.

Please note: SRCD expects all staff to contribute to program development through grant writing and project development. The long-term continuation of this position will depend heavily on the applicant's ability to secure new grants that support and expand the Forestry and Botany Programs. SRCD is committed to supporting staff with mentorship and resources to build successful proposals and strengthen job security through program growth.