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JOB ANNOUNCEMENT

POSITION TITLE: Community Resilience Coordinator

LOCATION: RCDSMM Office - 540 S. Topanga Canyon Blvd., Topanga CA 90290
(Field work throughout the Santa Monica Mountains and San Fernando Valley)

HOURS: Full time (36-40 hours/week)

APPLICATION DEADLINE: Open until filled

NOTE: THIS IS NOT AN ENTRY LEVEL POSITION

The RCDSMM is looking for an experienced, enthusiastic, self-motivated resource planning and management professional to lead our newest department, Community Resilience. The Coordinator (CRC) will manage *existing* contracts and grants and coordinate specialist staff in wildfire resilience as their primary responsibility for the first two quarters of 2023. Beginning in the second quarter of 2023, the CRC will also be responsible for visualizing and implementing the overall mission and scope of the department, and for creating new programs and services in community resilience as the RCDSMM expands its services to include a recently expanded footprint covering the Santa Monica Mountains and upper LA River watershed- as part of a long range plan to be co-authored by the Community Resilience Coordinator, the RCD Executive Officer, Senior Staff and Board of Directors.

The RCDSMM offers a proven record of successful grant applications with long-standing funding partners, a respected position as a leader in ecologically appropriate wildfire resilience, habitat restoration, wildlife connectivity planning and design, and green infrastructure implementation and project support. We are a non-regulatory, locally led organization committed to the conservation of Place- fostering meaningful and reciprocal relationships between our natural and human communities through integrated resource research, planning and design.

This job will be supervised by the **Executive Officer/Senior Architect and Planner**.

The RCDSMM is committed to ensuring a welcoming environment for all and therefore does not discriminate in employment practices or in the delivery of services because of race or color, religion or creed, sex or gender, sexual orientation, national origin or ancestry, age, physical or mental disability, military status, genetic information, or other protected status. Equal employment opportunity, as required by law, shall apply to all personnel actions including, but not limited to, recruitment, hiring, upgrading, promotion, demotion, layoff, or termination.

DESCRIPTION OF WORK:

- The Community Resilience Coordinator reports directly to the Executive Officer/Architect and works in collaboration with Senior Conservation Biologists, Senior Planning/Design staff and Finance & Operations Officer, and manages the work of Community Resilience Department staff, interns and fellowship staff, and subcontractors.
- The Coordinator will be responsible for the management of several on-going grant-funded programs to support local communities in Los Angeles County and part of Ventura County. Current programs include wildfire and community resilience.
- Active community organizations are indicating increased demand and support for additional resilience programs, including distributed water capture and re-use infrastructure, green infrastructure, and urban/regenerative agriculture/food systems programs with opportunity for immediate support from partner agency USDA Natural Resources Conservation Service.
- The CRC management tasks involve developing scopes of work for staff and additional consultants as needed to complete the existing Wildfire Resilience grant tasks.
- Coordinator will be responsible for leading communication with the grant managers/clients and working creatively to identify opportunities for delivering work product and implementation of restoration/resilience work at sites throughout the RCD's recently expanded Sphere of Influence throughout the Santa Monica Mountains, Rim of the Valley corridor interface communities, and within the San Fernando Valley.
- The Coordinator will be responsible for identifying and including new partners and communities we might serve in this new service footprint, broadening the scope of currently available programs to include water conservation and sustainable land use, green infrastructure, and urban agriculture as part of integrated resource planning, design and implementation strategies developed in collaboration with the Executive Officer/Architect/Planner, Senior Staff, and the RCDSMM Board of Directors.

Program Management (60%):

- Maintain up-to-date knowledge of local, county and state regulations and permitting requirements regarding structures and landscaping for wildfire resilience, water conservation and quality.
- Coordinate all current and future grant-funded wildfire resilience programs including chipping services, hazardous vegetation removal, native vegetation restoration and landscape consultations. Some flexibility exists in the scope of the grants currently in process, and Coordinator will be responsible for creative implementation within the goals of the grants to take full advantage of current funding.
- Monitor the Sustainable Defensible Space website (www.defensiblespace.org), responding to comments and questions and updating the materials presented.
- Coordinate the Home Ignition Zone Evaluation Program (HIZEP) by working with existing Community Resilience Specialist and support staff to schedule evaluations, coordinating team of community-based Evaluators, and performing evaluations when needed.
- Organize HIZ Training throughout the year in communities within the wildland-urban interface (WUI) across the Santa Monica Mountains, Simi Hills, and the San Fernando Valley. (Completion of one of our Home Ignition Program Training will be required of the selected

Coordinator, if not already certified).

- Examine the barriers to implementing defensible space landscaping in the community and look at ways to mitigate or eliminate them.

Grant Management and Regional Stakeholder Collaboration (30%):

- Seek and pursue grant funding opportunities including but not limited to fire resilience, sustainable habitat, post-fire habitat restoration, urban agriculture, and education and community outreach
- Track budget and output metrics and maintain records of contractors' work.
- Produce interim and final reports for projects as required under grant agreements.
- Issue Requests for Proposal (RFPs) and Requests for Qualifications (RFQs) to fulfill grant requirements.
- Manage workload and project assignments of GrizzlyCorps Fellow and Community Resilience Specialist.
- Coordinate with regional stakeholders on grant opportunities
- Represent the RCDSMM at regional stakeholder meetings, conferences, and workshops.
- Coordinate community/media outreach with Communication Specialist.

Administrative Duties (10%):

- Complete Board reports, timesheets and expense reports.
- Participate in Senior and All-staff meetings and coordinate with Biology, Education, and Communication Departments.

KNOWLEDGE, SKILLS AND EXPERIENCE:

Education: Minimum Bachelor, Master Degree preferred in Environmental Planning or Design, Sustainability, Landscape Architecture, Ecology, Biology or related field.

Experience:

- Minimum of 3 years in planning, design and implementation of land management and enhancement projects
- Budget management, contracting, design development, policy, technical assistance, and environmental studies
- Partner development and community engagement
- Grant writing
- Familiarity with GIS tools (handheld and desktop)
- Familiarity with regenerative principles
- Expertise in Microsoft Office or equivalent Apple programs (e.g., Word, Excel and PowerPoint or equivalent)
- High level technical writing and communication skills.

- Ability to organize time and resources efficiently, with high attention to detail and drive to meet deadlines.
- Effective and collaborative leadership abilities in order to organize and supervise staff, volunteers and interns, and to identify problems and opportunities and take initiative to solve and pursue.
- Flexible to work at the primary office location minimum 2 full days per week, with remainder of full time work week accomplished remotely with full accessibility to Executive Officer and staff during regular business hours, and at field locations and community presentation sites as appropriate, including occasional evening or weekend events.

Other Requirements:

- Current driver's license with reliable transportation to the RCD office (Topanga) and various locations within the Santa Monica Mountains.
- Residence within **60 minutes driving distance** of the RCD office (accounting for weekday traffic) preferred.

COMPENSATION and BENEFITS: Hourly rate is between \$33.00-42.00 per hour, depending on skills and years of experience and with annual increases based on good performance. In addition to the base pay, a Health benefit stipend of 8% of gross salary added to each paycheck. Paid leave includes 12 days of sick time, 2 weeks' vacation and 13 holidays per year, including 2 floating holidays. The RCD also provides CalPERS retirement plan and a supplemental 457 plan through Nationwide (employer does not contribute to 457).

TO APPLY: Please e-mail resume (include 3 references), provide an image or two of a relevant project and a technical report or grant proposal to demonstrate writing proficiency, and provide times when you are available for a Zoom interview to info@rcdsmm.org. Interviews will be conducted on a rolling basis until the position is filled. Starting date is earliest available, with preference to those available to begin full time no later than March 1, 2023. For more information, please contact Rebeka Ruiz, r Ruiz@rcdsmm.org.