



California Association of Resource Conservation Districts (CARCD)
Sloughhouse Resource Conservation District (SRCD)

Administrative Coordinator

Location: Remote (employee must be based in the Greater Sacramento region)

Background

The California Association of Resource Conservation Districts (CARCD) is a 501c3 non-profit organization serving the 95 Resource Conservation Districts (RCDs) and their partners throughout the State. This position will support both CARCD and the Sloughhouse RCD (both located in the greater Sacramento region).

Context and Summary of Position

Both the CARCD and the Sloughhouse RCD are looking to grow their staff. Both organizations are growing and expanding their workloads in response to the historically high levels of funding from federal, state, and private sources to address pressing natural resource issues.

We are seeking an eager, detail-oriented professional to join this team and readily begin contributing. A successful Administrative Coordinator will be able to support both the work at the local level at Sloughhouse RCD and assist at the state-wide level with financial and administrative support for CARCD.

Report to: Sloughhouse RCD District Manager & CARCD Operations Manager

Position Responsibilities

Sloughhouse RCD: ~50%

General Administration:

1. Assist the District Manager with Board operations, including pre- and post- meeting logistics:
 - Assist in development of agendas and supporting documentation.
 - Prepare formal minutes for each meeting.
 - Prepare and post meeting announcements in accordance with Board policy and Brown Act regulations.
 - Maintain and update an online archive of pre- and post-meeting documents.
2. Ensure efficient and effective District operations:
 - Safeguard District integrity by carrying out functions that adhere to all statutes, governmental rules, regulations, and compliance requirements pertaining to or affecting Special Districts, Resource Conservation Districts, and Groundwater Sustainability Agencies.
 - Set a high standard for District communications, including timely response to phone calls, emails, and other correspondence.

3. Serve as the Board Clerk.
4. Assist the District Manager in ensuring deliverables for agreements and contracts are delivered in a timely matter.

Financial Management:

1. Working with the District Manager, draft and edit the District's annual budget.
2. Provide ongoing management of the District's finances. These tasks include, but are not limited to:
 - Preparing and submitting financial documents on a monthly basis.
 - Working with the County of Sacramento's Department of Finance to ensure the District's financial accounts are accurate.
3. Oversee the annual audit, including supplying the auditor with requested financial paperwork.
4. Assist in the development of new funding agreements, grant applications, and other funding mechanisms.

Outreach:

1. Working with the District Manager, maintain a website for the District and partner organizations. Prepare content, reply to inquiries, and help maintain the security of the site.
2. Promote the District and successful projects implemented by the District within the community and with the media.

California Association of RCDs: ~50%

Financial Management:

1. Work closely with the Operations Manager in tasks related to the organizations finances. These tasks include, but are not limited to:
 - Preparing and submitting financial documents on a monthly basis.
 - Pulling data and expenses to comply with federal, state and private foundation grant invoice requirements on a monthly and quarterly basis.
 - Manage and track incoming revenue and expenses from private or government grants; and contracts.
 - Track cost-sharing requirements for grants when required.
2. Play a support role with the annual audit, including supplying the auditor with requested financial paperwork.
3. Assist with monthly accounts payable and accounts receivable transactions including payroll and bank reconciliations when needed.

Required Qualifications

1. B.S. or B.A. degree in a related field and at least 2 years of experience or 4 years of experience in a related field
2. Excellent organizational skills, including ability to set priorities, manage time, work under multiple supervisors, and manage multiple projects while meeting deadlines
3. Outstanding written, verbal, and interpersonal communication skills
4. Precise attention to detail and the ability to carefully follow complex sets of instructions, comfortable asking as many questions as needed to understand the task

5. Ability to be productive while being flexible, self-starting, and working independently in a remote work environment
6. Commitment to justice, equity, diversity, and inclusion; desire and ability to work with a diverse community of people and staff members
7. Fluency in basic software programs like Word, Excel and the Google Suite and familiarity or willingness to learn basic accounting software programs.

Desired Qualifications

- Interest and/or demonstrated engagement with policies and paperwork related to federal, state and/or private foundation sources of grant funds
- Understanding of basic business principles and/or experience in a business environment
- Experience working or volunteering related to issues of agriculture and natural resources in California

CARCD and Sloughhouse RCD are both based out of greater Sacramento region, but the position is 100% remote work, with potential small amounts of travel within the region for RCD meetings. The position is full time but has flexible hours and scheduling ranging from 32-40 hours per week. Additional benefits include paid health insurance benefits and paid holidays, vacation, and sick time and 401(k) retirement plan. The hourly rate is \$22-25 per hour, depending on experience.

CARCD and Sloughhouse RCD are committed to building an amazing and diverse team! If you do not meet the above qualifications but believe you are well suited to this position, we encourage you to apply and include your reasoning in your cover letter. CARCD is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Please send your **resume and cover letter** to jobs@carcd.org with the subject line "Administrative Coordinator Application" by June 30th, 2022.