

**Job Vacancy Announcement:** Project Manager

**Main Office Location:** Yreka, CA/Hybrid

**Status:** Flexible, 40 hours/week

**Compensation:** \$25.00 to \$30.00/hour plus benefits based on experience

**Organization:** Ore-Cal RC&D Area Council

**Position Title:** Project Manager

**Overview:**

Ore-Cal RC&D Council is actively seeking an experienced full-time individual to fill the position of Project Manager. This journeyman-level role will be responsible for project oversight of the many different projects of the Ore-Cal RC&D Council. The successful candidate will play a key role in advancing forest health, mitigating wildfire risks, conducting outreach and education, managing grant portfolios, coordinating grant management activities, including invoicing, contracting, reporting, and tracking partner contributions.

**Responsibilities:**

**1. Grant Management**

- Implement grant management strategies
- Ensure compliance with grant and partnership agreement requirements, monitor grant timelines, and facilitate accurate documentation under the guidance of the Executive Director.
- Coordinate with funding agencies, foundations, customers, and others, to meet their reporting and documentation standards.
- Oversee invoicing processes and ensure timely and accurate submissions.
- Lead contracting activities, ensuring legal and procedural compliance.
- Track and manage partner contributions to ensure financial accountability.

**2. Financial Oversight**

- Managing budgeting, forecasting, and financial reporting.
- Ensure financial accountability and transparency in all aspects of project operations.

**3. Program Coordination**

- Conduct outreach and education efforts to engage stakeholders, private landowners, and communities.
- Collaborate with a diverse range of stakeholders such as: USDA-NRCS, USFS, Cal Fire, RCDs, CDF&W, Fire Safe Councils, Foundations, and private landowners.
- Facilitate effective communication channels, ensuring alignment with program objectives and goals.
- Manage relationships with partners and stakeholders to maximize program impact.

#### **4. Project Implementation:**

- Provide technical expertise and guidance for the successful implementation of forest improvement activities, land management practices, and conservation initiatives.
- Ensure project objectives align with program goals and regulatory requirements.
- Manage and coordinate project timelines, milestones, and deliverables.

#### **5. Website and Social Media Information**

- Oversee the maintenance and updating of the project information with Ore-Cal's communications social media coordinator on website and social media platforms to ensure accurate and current information.
- Ensure the website and social media serve as an effective communication tool for stakeholders and the public.

#### **Qualifications:**

The ideal candidate will possess:

- **Experience:** A minimum of 2 years of experience in grant management, financial oversight, and project coordination within the forestry or environmental sector.
- **Financial Acumen:** Expertise in financial management, including budget development, financial analysis, and reporting.
- **Communication Skills:** Excellent written and verbal communication skills, with the ability to engage effectively with a diverse range of stakeholders.
- **Project Management:** Demonstrated ability to manage complex projects, ensuring timely and successful completion.
- **Technical Knowledge:** In-depth understanding of forestry practices, contracting procedures, and environmental regulations.
- **Outreach and Education:** Experience in developing and implementing outreach and education strategies.

#### **How to Apply:**

Interested candidates should submit a comprehensive resume, a detailed cover letter outlining their relevant experience, and contact information for three references.

[orecalrcanddc@gmail.com](mailto:orecalrcanddc@gmail.com) . Please include "Project Manager Position" in the subject line.

**Deadline for Application:** Open until filled.