



Conservation Corps North Bay's mission is to:

Develop youth and conserve natural resources for a strong, sustainable community.

We achieve our mission by:

- *Providing a diverse group of youth and young adults with opportunities to transform their lives through education, employability, civic engagement, and leadership.*
- *Caring for our environment by conserving and restoring natural resources, and by improving recreational areas.*
- *Creating the environmental leaders of the future by teaching environmental ethics and behaviors to children, teens and adults.*
- *Making communities safer by reducing fire and flood hazards and by responding to public emergencies and disasters.*

JOB DESCRIPTION

Title:	Director of Natural Resources
Reports to:	Chief Executive Officer (CEO)
Role with Agency:	Member of the Management Team
FSLA:	Exempt from Wage and Hour Laws

SUMMARY

The Director of Natural Resources oversees the field based programs and is a member of CCNB's management team. The Director of Natural Resources manages all aspects of the natural resources field programs including assessing community needs, developing projects to meet local needs; creating community partnerships; developing fee-for-service projects; fund development; recruiting appropriate corpsmembers; hiring and managing staff members; facilitating communication and integration of natural resources field programs with CCNB's other programs; and creating a positive atmosphere to encourage learning and high quality project completion. This position supports the CEO by carrying out special projects as assigned by the CEO and by keeping the CEO apprised of any pending issues.

SPECIFIC RESPONSIBILITIES (include, but are not limited to)

- Build and maintain strong natural resource programs including contacting project sponsors and partners, accurately estimating projects, negotiating contracts, securing funding and managing successful implementation of projects.
- Assess community needs, initiates appropriate partnerships and designs and implements programs that meet the local needs and are in accordance with CCNB's strategic plan and annual goals.
- Lead the planning process of new field programs including assessing feasibility, planning potential projects and implementing appropriate projects.
- Monitor and evaluate the effectiveness and performance of all CCNB's natural resources programs, activities and services, ensuring that program goals are being met.
- Responsible for the professional supervision and high quality training of all natural resources field program staff and corpsmembers. Manage personnel in a manner that ensures that all CCNB policies and procedures are followed.
- Responsible for the implementation of CCNB's safety plans, uses good judgment in assessing potential safety hazards and assures compliance with all relevant OSHA labor laws.
- Ensure that natural resources field programs meet income targets and stay within budgeted expenses. Manage all financial and reporting requirements of fee for service contracts and grants for natural resources field programs.
- Produce all internal and external reports in a timely and professional manner. All deliverables, budgetary and other requirements are met and reported accurately.
- Oversee all natural resources equipment and building needs including procedures, maintenance and security.

QUALIFICATIONS AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Five or more years of experience in a senior management position, preferably in a nonprofit organization.
- Extensive experience and technical skills in natural resources management work and construction, including accurate cost estimating, contracting and project management. Knowledge of landscaping and construction safety procedures and OSHA regulations.
- Must have superior communication skills, both written and verbal, and effectively represent CCNB with project sponsors and in the community.
- Experience developing budgets and managing expenditures for a variety of funding sources including fee for service contracts and grants.
- Experience in supervising, training and educating young adults and regular staff members. Knowledge of state and federal labor laws and general human resource practices.

- Proven ability to work with people from a wide variety of social, economic and educational backgrounds. Demonstrated ability to resolve conflicts and mediate disputes.
- Must serve as the Responsible Managing Employee (RME) for CCNB's C-27 CA State Landscaping Contractor's License or qualify to become the RME.
- Clean driving record and ability to obtain a CA Class B driver's license.
- A Master's degree in natural resources, business, management, or a related field is preferred.

PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Director of Natural Resources sometimes works outdoors around equipment and machinery, walking on uneven ground and steep hillsides, with exposure to excessive noise, fumes and extremes in temperature. They may be expected to lift and move objects weighing up to 75 lbs., and carry objects at least ½ mile. This position frequently uses special visual and auditory protective equipment. While performing the duties of this position, the SFPD is required to walk and stand; sit and bend; squat and climb; kneel and twist; to talk or hear. They use hands to perform simple and power grasping, and fine manipulation; to push and pull.

Additionally, there are normal office working conditions and associated physical demands. For example, on a continuous basis, sit at a desk using a computer and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk.

COMPENSATION & BENEFITS

The salary range for this position starts at \$75,000 annually

The Director of Natural Resources is eligible for a full benefits package including Medical, Dental, Vision, Chiropractic, Acupuncture, 401(K) retirement plan, and generous vacation, holiday & sick pay).

TO APPLY

Please submit your Cover Letter and Resume to recruiter@ccnorthbay.org.

Please include 'Director of Natural Resources' in the subject line.

You can also fax your application to (415) 454-4595 Attention: Recruiter

Conservation Corps North Bay (CCNB) is an Equal Opportunity Employer

