

## **Rivers & Lands Conservancy**

### **Mitigation Coordinator**

Rivers & Lands Conservancy (RLC) is seeking a team-oriented person to join our growing organization and make a meaningful contribution to conservation of open space in the Inland Empire region and throughout Southern California.

**Reports To:** Executive Director

**Job Summary:** The Mitigation Coordinator is a full-time position working in RLC's office in Riverside. This person is responsible for working with applicants and RLC staff to plan for the acceptance of various open space properties that are to be conserved per requirements of regulatory permitting processes.

**Compensation:** Annual Salary \$60,000 - \$72,500, depending on experience. Health, retirement, vacation, holiday, and sick time benefits are provided.

**To Apply:** Learn more about RLC at our website [www.riversandlands.org](http://www.riversandlands.org). To apply, send a resume with a cover letter describing how you fulfill the requirements of the job description to [jeaston@riversandlands.org](mailto:jeaston@riversandlands.org)  
*Submit materials by January 19, 2019*

**For More Information:** Contact Jack Easton, Executive Director via e-mail at [jeaston@riversandlands.org](mailto:jeaston@riversandlands.org)  
*No phone calls, please.*

**Job Responsibilities:**

- Coordinate with applicants (land developers and public agencies) regarding their project-specific mitigation requirements to conserve land for habitat and other open space values
- Review project-specific permits to determine open space conservation requirements and associated management obligations
- Visit subject properties to assess site conditions and open space management issues
- Coordinate with contractors to obtain bids for open space management activities such as weed control, trash cleanup, and habitat restoration
- Coordinate with RLC Stewardship staff
- Prepare budgets for RLC to accept and manage conservation properties in perpetuity
- Prepare initial agreements between RLC and applicants for transfer of properties and associated terms
- Coordinate with legal counsel for preparation of agreements
- Review legal agreements and title reports to identify significant issues or constraints
- Track project milestones and manage process to ensure property transfers are completed in a timely manner
- Provide regular updates to RLC Executive Director on status of various projects
- Present projects to subcommittee of RLC Board of Directors
- Cultivate new mitigation projects through presentations to trade groups, marketing, and other means
- Assist with stewardship of conservation properties including monitoring, reporting, and habitat restoration
- Assist with special projects such as planning mitigation bank on RLC property

## **REQUIRED SKILLS:**

### Education/Experience

- Bachelor's Degree in natural resources management, environmental studies, urban planning, or closely related curricula
- Familiarity with permitting requirements and processes of local, state, and federal agencies under applicable regulations including CEQA, Clean Water Act, California Fish and Game Code, Endangered Species Act
- Familiarity with regional habitat conservation plans in southern California
- 3-5 years experience with conservation planning, environmental analysis, land use planning, or related field

### Science-based Land Management

- Basic knowledge of local ecosystems and associated management issues including invasive species
- Familiarity with adaptive management and its application to land management and conservation
- Ability to orient, navigate, and generate map data using aerial photos, topographic maps, and GPS
- Familiarity with principles of habitat restoration is a plus

### Project Management

- Track, maintain records, and stay current with multiple projects
- Write clear and concise correspondence and progress reports
- Work independently and as part of a team
- Fluent with Microsoft Word and Excel, and use of email and attachments
- Excellent oral and written communication skills

### Additional Skills and Qualifications

- Excellent interpersonal skills working with all kinds of people.
- Motivated to advance the big picture of conservation in southern California
- Current driver's license and proof of insurance
- Ability to work outside in all types of southern California weather
- Must be able to hike rugged, steep terrain
- Experience using GIS (e.g. Google Earth, ArcGIS)

### **Disclaimer**

These statements are intended to describe the general nature and level of work being performed by this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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