

Project Manager, Santa Barbara County Conservation Blueprint

Position Announcement - December 2015

Ag Innovations is hiring a Project Manager to support the successful completion of a community engagement planning process for the Santa Barbara County Conservation Blueprint project. This position will be directly supervised by the Ag Innovations project staff team, and will work closely with the Cachuma Resource Conservation District, the Land Trust For Santa Barbara, the Santa Barbara Foundation, and a Steering Committee composed of Santa Barbara County agricultural and environmental leaders. This is a 12-18 month temporary position.

Job Duties & Responsibilities:

The Project Manager will support the completion of a Blueprint conservation assessment drawing on the expertise and aspirations of technical and community participants across Santa Barbara County. The Project Manager will manage project administrative activities, community outreach and engagement activities, as well as research, writing, and other tasks related to the development of project deliverables. The position will be based in Santa Barbara County, and will require travel to meetings throughout the county. This is an exciting opportunity to support a unique activity that will serve conservation and land use planning efforts in Santa Barbara County for years to come.

Specific duties of the Project Manager may include but not be limited to the following:

- Management of project timeline, budget, deliverables, etc.
 - Under the direct supervision of the Project Leader, manage all administrative activities required to achieve project objectives
 - Serve as local liaison between project team, Executive Team and Steering Committee
- Facilitation support
 - Coordinate stakeholder identification and outreach, advise in local community dynamics, serve as local “face” of the project
 - Assist with venue logistics, rentals, payments, set-up and take-down
 - Manage the preparation and sharing of materials ahead of and after meetings (e.g., agenda, maps and content for input, meeting notes)
 - Note-taking during meetings and support preparing meeting summaries.
 - Manage financial tracking and payment/reimbursement processing related to meetings
- Management of survey and interview research
 - Develop survey and interview questionnaires using appropriate software
 - Conduct in-person and virtual (online, phone) surveys and interviews
 - Conduct data entry and transcription for survey(s) and interviews
 - Manage and update research results database
 - Support the development of data analyses and syntheses
- Management of web and social media activities:
 - Maintain a WordPress website to facilitate stakeholder communication, project updates and outreach and gathering public input in later phases of outreach
 - Regular communication of project development and progress via social media
 - Manage financial tracking and payment/reimbursement processing related to website development

- Management of deliverables
 - Manage the writing and editing of the Conservation Blueprint report and any additional written products
 - Manage the design and development of graphic elements
 - Support the creation, analysis, and maintenance of GIS maps, data, and reports
 - Manage financial tracking and payment/reimbursement processing related to the production of deliverables

Qualifications:

We are looking for a unique person with a combination of practical knowledge of land stewardship, and an interest in and experience with professional public input processes.

The following are the required/minimum and desired qualifications:

Required/minimum qualifications:

- A Bachelor's Degree in agriculture, natural resources, community development, geography, or related field.
- Direct experience in the field of conservation, or a related field, preferably including project management.
- Significant experience and/or knowledge of California land use and/or ecosystems. Qualifying experience may include work in nonprofit organizations, government agencies, academic institutions and the private sector.
- Proven experience with tools for virtual collaboration (e.g., Google Apps, Trello, Adobe Connect).
- Proven research and writing skills.
- Outstanding interpersonal and people management skills.
- Proven project management and organizational skills and abilities, including management of multiple simultaneous project activities.
- The personal flexibility and adaptability to be successful in a mostly virtual work environment.

Desired qualifications:

- A Master's Degree in agriculture, natural resources, community development, geography, or related field.
- Demonstrated experience and ability in collaborating and working with diverse stakeholders, including farmers, government and industry representatives, and public interest advocates in multi-stakeholder initiatives.
- A demonstrated knowledge of or interest in effective group collaborative processes and methodologies for social change.
- Demonstrated successful experience in developing projects from opportunity identification through assessment and to implementation.
- Proven experience with the creation, analysis, and maintenance of GIS maps and data.

Job Expectations:

The position is expected to satisfy the following conditions:

- Ability to travel using own reliable transportation (mileage reimbursed) is required. Evening and weekend work in communities is required. While using a private vehicle for official business, the successful candidate must obtain current automobile liability insurance and possess a valid driver's license.

- The successful candidate will be required to work flexible hours that include some evenings and weekends as needed. There is an expectation that the candidate will need to drive to various locations around Santa Barbara County and region. Occasional overnight travel is required.
- The successful candidate may be asked to work from a fully equipped home office, use of which would be included in the compensation package. The successful candidate will possess the personal flexibility and adaptability to be successful in a mostly virtual work environment.

Compensation & Benefits:

Ag Innovations offers competitive compensation and benefits and a hospitable and collaborative work environment. This position is a half-time, exempt position with an expected compensation range of \$25-35 per hour depending on qualifications. Ag Innovations offers paid vacation leave, employer-paid health benefits, and an employer-matching retirement plan as benefits, which are prorated for less than full-time employees.

Ag Innovations is an equal opportunity employer. Our policy is to afford equal employment opportunities to qualified individuals without regard to any personal trait or characteristic that is not related to one's ability to perform one's job, including but not limited to those that are protected by law (i.e., race, color, creed, religion, national origin, ancestry, citizenship, marital status, family status, veteran status, physical or mental disability, sex, gender, sexual orientation, gender identity, genetic data, and age).

Location:

The position is based in Santa Barbara County and involves extensive travel throughout the County as well as periodic overnight trips to Sebastopol, CA. The Ag Innovations project staff will oversee this position from their headquarters in Sebastopol, CA.

What is the Conservation Blueprint?

The Conservation Blueprint is an inclusive, integrated, and innovative approach to creating a way of life in Santa Barbara County that realizes the community's shared best hopes for the future. We believe the Blueprint will offer real-world solutions to the complex challenges we and our future generations will face.

In the Blueprint we will:

- Collectively identify the most important conservation opportunities and community values;
- Offer practical suggestions for sustaining a local agriculture, enhancing the vibrancy of our communities, ensuring long-term water security, and protecting the health of our diverse ecosystems;
- Inspire greater collaboration, trust, and improved working relationships among conservation practitioners, farmers, ranchers, landowners, housing advocates and conservation funders.

Project Management & Community Engagement Process Overview:

The Ag Innovations project team will work closely with the Cachuma Resource Conservation District, Land Trust For Santa Barbara, Santa Barbara Foundation, and a Steering Committee to ensure the successful completion of the Santa Barbara County Conservation Blueprint project. The community engagement process is presently envisioned as consisting of a combination of in-person working sessions, community interviews and survey, and online public engagement platforms (website, social media). Initial community interviews are intended to expand our understanding of local needs and sensitivities in order to inform our broader public engagement strategy. A kick-off engagement will share the goals and benefits of the Conservation Blueprint process, and share the process for stakeholder input. Two rounds of working sessions and an online survey will be conducted to identify the most important conservation opportunities

and community values according to themes and geographic location. This community input will inform the development of the Conservation Blueprint report and any other products in an iterative manner.

Application Process:

Please send your résumé, two writing and/or research samples, two professional references, and a salary history for your two previous jobs (preferably as a single PDF) to: blueprint@aginnovations.org

Applications will be reviewed as received. Tele/video-conference interviews of top candidates will be held in December 2015 through January 2016. The desired starting date for the position is January 15, 2016.