



WILDLIFE CONNECTIVITY REGIONAL WORKING GROUP COORDINATOR

Position Announcement

Full-Time \$30 - \$35.81 / hour

11/21/2025

Modoc Resource Conservation District (MRCD) and Honey Lake Valley Resource Conservation District (HLV RCD) are accepting applications for the position of one (1) full-time Wildlife Connectivity Regional Working Group Coordinator. This position works under the direct supervision of the MRCD Executive Director and the HLV RCD District Manager.

PRIMARY DUTIES AND RESPONSIBILITIES

The Coordinator will focus on partnerships and coordination to plan and implement actions to protect and restore wildlife connectivity in the Lassen-Modoc region. Position duties may include the following:

- Develop and facilitate a Wildlife Connectivity Working Group with local, state, and federal agency partners, non-profits, NGOs, and private landowners.
- Assess on-going efforts within the Working Group, identify gaps in current efforts, and isolate key wildlife issues for the Working Group to focus on
- Work with partners to develop projects that solve issues and bridge gaps
- Identify and apply for funding opportunities that align with the Working Group's focuses

This position will include direct support for implementation projects including grant oversight, budgeting, and project planning, developing reports and invoices, outreach and education, collaboration with partner agencies, councils, and community groups, and other duties as assigned. This is a full-time position with flexible scheduling, paid leave, and possible medical benefits.

QUALIFICATIONS

Preferred not required - Graduation from a four-year or two-year college with a degree in natural sciences, environmental sciences, biology, or a related field OR minimum 3-5 years work experience in a related field such as wildlife biology, natural resource management, or ecology.

- A valid CA Driver's license and acceptable driving record
- General knowledge of wildlife connectivity strategies and ongoing work within Lassen and Modoc Counties, or similar
- Excellent organizational, verbal, and written communication skills
- Experience collaborating effectively with committees, boards, partner agencies, and landowners
- Experience managing projects or grants with budgeting, invoice, and reporting requirements and deadlines
- Self-motivated and self-directed with the ability to prioritize and coordinate workload, both independently and as part of a team
- Proficient with different computer software programs including but not limited to Microsoft Office, ArcGIS Pro, ParcelQuest, and Google Drive
- Excellent attention to detail and ability to follow instructions, interpersonal communication skills and a professional demeanor
- Ability to perform necessary fieldwork, including but not limited to driving rough terrain, lifting, walking long distances, and performing a variety of other manual tasks, as needed

- Knowledge of conservation districts, nonprofits, and/or grant-based agencies
- Knowledge and awareness of local, state, and federal environmental policies and regulations pertaining to resource management programs, including CEQA and NEPA processes
- Ability to work well independently, and flexibility to adapt to changing priorities of tasks and issues
- Living locally or willing to move to the Susanville/Lassen County or Alturas/Modoc County areas

Due to the nature of this job, this position is not eligible for full remote work

SALARY RANGE AND BENEFITS

- \$30 to \$35.81 / hour, depending on experience
- Medical Insurance possible
- Access to work phone, company card for necessary, job-related expenses, and company vehicle (if a company vehicle is not available, mileage will be reimbursed at the federal mileage rate)
- PTO and Sick Leave
- Opportunity for merit and COLA increases
- Paid Holidays

To Apply:

Send resume, cover letter, and a list of at least three (3) work references to Kelsey Siemer, District Manager at kmarks@honeylakevalleyrcd.us

Closing Date: Open Until Filled

For additional information about the HLVRCD or the MRCD please visit our websites at www.honeylakevalleyrcd.us or www.modocrd.org/

This position is made possible in partnership with the Wildlife Conservation Network's California Wildlife Program.

