



Agriculture Program Coordinator

Placer County Resource Conservation District

Salary: \$69,976 – \$84,936 annually

Status: Full-time, benefited, at-will, non-exempt

Reports to: Agriculture Program Manager

Location: Placer County, CA (with local travel and fieldwork required)

Position Summary

The Placer County Resource Conservation District (PCRCDD) is seeking an Agriculture Program Coordinator to support the implementation of natural resource conservation programs serving agricultural producers throughout Placer County and the surrounding region.

Working under the direction of the Agriculture Program Manager, this position plays a key role in advancing regenerative agriculture and soil health initiatives by providing technical assistance, coordinating projects, supporting outreach, collecting and managing field data, and assisting with grant administration. The position works with a diverse range of agricultural operations—from small-scale farms to commercial agriculture and rangelands—and contributes directly to PCRCDD's mission of responsible natural resource stewardship.

Key Duties and Responsibilities

- Conduct outreach and provide technical assistance to agricultural producers, including site visits, basic natural resource assessments, and guidance on conservation programs
- Communicate directly with landowners and agricultural operators via site visits, meetings, phone, email, and written correspondence
- Support planning and facilitation of workshops, field days, trainings, and other outreach events
- Assist with natural resource monitoring, field data collection, data entry, quality control, and summary reporting

- Support development and implementation of NRCS Conservation Plans, Carbon Farm Plans, and other conservation planning tools under supervision
- Coordinate assigned components of grant administration, including tracking deliverables, budgets, invoices, and draft reporting
- Collaborate with partner agencies and organizations to achieve shared conservation objectives
- Represent the organization at meetings, workshops, and site visits as directed
- Perform related administrative and project coordination tasks as needed

Minimum Qualifications

Education & Experience

- Bachelor's degree in Agriculture, Environmental Science, Natural Resource Management, Soil Science, or a related field
- One to three years of experience in agriculture, conservation, natural resources, or a related field
- Experience working directly with agricultural producers, landowners, or land managers

Technical Knowledge & Skills

- Understanding of regenerative agriculture and soil health principles
- Working knowledge of agricultural conservation practices and natural resource management
- Familiarity with USDA NRCS conservation planning concepts and/or CDFA conservation programs (or willingness to learn)
- Experience with or willingness to learn field data collection, monitoring, and basic assessments
- Strong data management and reporting skills

Communication & Professional Skills

- Strong verbal and written communication skills
- Ability to work collaboratively with team members and partner organizations
- Comfortable working independently with guidance
- Reliable, self-motivated, and adaptable to changing priorities

Additional Requirements

- Proficiency with Microsoft Office and internet-based tools
- Experience with or willingness to learn GIS tools (ArcGIS Pro, Web Soil Survey)
- Willingness to work outdoors in variable weather conditions and travel locally
- Valid California driver's license, clean driving record, and current auto insurance

Work Environment

This position includes regular outdoor fieldwork in varying weather conditions, occasional lifting of up to 25 pounds, and work in both office and field settings.

To Apply

- To apply, email your cover letter, resume, and three or more references to brian@placerrcd.org
- Priority applications will be accepted through February 27th, 2026, and the position remains open until filled.
- The District is an equal opportunity employer. Candidates reflecting the social and cultural diversity of California are strongly encouraged to apply.