



JOB POSTING

Position: **Program Associate**
Type: Full-time, non-exempt
Compensation: Hourly based on skills and experience
Benefits: Includes health, dental, vision, life insurance, 401(k) with employer match, paid holidays, vacation and sick time
Location: Elk Grove, CA

The California Farmland Trust is a California nonprofit 501(c)(3). Our mission is to help farmers protect the best farmland in the world. To date, we have protected 17,606 acres of farmland on 81 farms. To learn more visit us: www.cafarmtrust.org.

Organizational Relationships

1. Reports to: Conservation Director
2. Coordinates With: Executive Director, Conservation Director, and Development and Operations Director
3. Employees Directly Supervised: None
4. Other: Works with board members, volunteers, landowners, consultants, contractors, and the general public

Position Summary

California Farmland Trust seeks an energetic, versatile, and detailed administrative and conservation professional to join our team. The Program Associate is responsible for assisting the Conservation Director with the acquisition and stewardship of conservation easements aimed at protection agricultural land. In addition, this position will provide general administrative support for the CFT office. This is an entry level position with the potential for increased program responsibility. Initially, this full-time position will work at the California Farmland Trust office in Elk Grove, CA, between the hours of 8:30 a.m. and 5:00 p.m., with a possibility of remote work in the future.

Essential Functions

The Program Associate will spend approximately 85% of their time devoted to supporting the conservation team and 15% of their time to general administrative office support.

Conservation Functions (85%):

- Assist Conservation Director in tracking project status and deliverables using the project software;
- Create and maintain permanent easement files consistent with CFT policy, guidelines, and accreditation requirements;
- Provide support for baseline preparation and production of reports and invoicing;
- Order various reports, including environmental radius, mineral remoteness opinion, maps, as appropriate for project due diligence;
- Support grant funding obligations, including project time logs and invoicing;
- Support the monitoring of conserved properties with preparing documents and related files for annual monitoring visits in accordance with accreditation requirements;
- Assist with monitoring visits, scheduling visits, notifying landowners, field visits, coordinating volunteers;
- Distribute annual monitoring reports to funding agencies, partners and landowners as appropriate;
- Communicate with landowners regarding property status as needed;
- Conduct bi-annual audit of assessor parcel numbers, ownership and contact information for easement properties;
- Draft letters and documents for the Conservation Director as appropriate;
- Provide research and proofreading for project transaction support;
- Assist with easement amendment due diligence;
- Communicate with various local partners, city, county and state agencies regarding protected properties;
- Contribute to the positive professional working relationships with landowners, public agency staff, and other members of the conservation team; and
- Assist with preparation of four-year accreditation process.

General Administration (15%):

- Conduct general office duties such as answering phones, open and process mail, manage corporate records, policies, and filing system, and order supplies;
- Schedule committee and board meetings, assist with preparing and distributing agendas; and
- Prepare meeting minutes.

As a member of a small team, this position will also be called on to assist with other activities, such as events, other general administration, and communications efforts as needed.

Position Requirements and Qualifications:

Education:

- Bachelor's degree
OR
- A two-year degree with commensurate experience, preferably with a nonprofit organization, may substitute

Knowledge and Ability:

- Self-starter who works well in a collaborative/team setting
- Demonstrated ability to organize and manage multiple projects and meet deadlines, and track and follow-up on tasks assigned to other members of the conservation team
- Strong attention to detail
- Strong verbal and written communication skills
- High degree of personal integrity to maintain confidentiality
- Proficiency with Microsoft Office (Word, Excel, PowerPoint) and ability to quickly learn and implement additional software as needed
- Ability to travel in state and some weekends as needed.
- Professional and positive with strong degree of tact and diplomacy
- Self-motivated

Additional desirable skills and education:

- General agriculture industry
- Experience with project accounting, including tracking and reporting project costs, and invoices
- Experience working for or with nonprofit organizations and familiarity with land trust operations
- Bachelor's degree in agribusiness or other agriculture-related degree
- Project Management Professional certification

Compensation for this position will be hourly, depending on experience. Benefits include health, dental, vision, life insurance, 401(k) with employer match, paid holidays, vacation and sick time. For more details and the full job description, visit www.cafarmtrust.org/careers

To apply, submit your resume and cover letter to careers@cafarmtrust.org. In your cover letter, tell us why you believe in our mission. Incomplete applications will not be considered. We will be reviewing submissions and interviewing strong candidates on a rolling basis until April 8, 2022, or when the position is filled.

CFT is an equal opportunity employer.