



Job Announcement

ACQUISITION ASSISTANT (1298)
\$73,612.72 - \$89,453.93 ANNUALLY

Summary

The Sonoma County Agricultural Preservation and Open Space District (Ag + Open Space) permanently protects the diverse agricultural, natural resource, and scenic open space lands of Sonoma County for future generations. We are currently recruiting for a full-time Acquisition Assistant - a critical team member who will support the land conservation activities of Ag + Open Space. This is an excellent opportunity to join a mission-driven organization with a passion for protecting lands that contribute to Sonoma County's scenic beauty, local agriculture, native habitats and recreational lands. This position is eligible for up to 60% remote work.

Duties

The Acquisition Assistant will be part of a dynamic team working to permanently protect lands in Sonoma County that benefit healthy communities, clean water and air, diverse habitats, sustainable agriculture, and climate resiliency. The Acquisition Assistant will participate in many aspects of our land conservation projects including the processing of new applications from landowners interested in Ag + Open Space programs, evaluating potential projects, developing project maps using GIS and other software, and providing general support to the Acquisition Program staff. In support of the Ag + Open Space land conservation mission, the Acquisition Assistant will collaborate with the general public, project partners, contractors, agency staff, and oversight bodies.

Requirements

Any combination of education and work experience which would provide an opportunity to acquire the knowledge and abilities listed herein. Normally, this would include a Bachelor's degree, or equivalent, in real estate, environmental studies, land use, conservation, natural resource planning, agriculture, geography, ecology or a related field, and one year of experience in land conservation, natural resource protection, parks, or another similar field, with a governmental agency or non-profit that includes experience working with GIS, including system functionality and map production.

Application process

The job posting period is January 10 - February 9, 2023. All applications must be received by 11:59PM, February 9, 2023. Interviews for selected candidates will be held on February 27th and March 2nd **via teleconference**. Application instructions are provided on: www.governmentjobs.com/careers/sonoma

