*Rural Community Assistance Corporation*

**Job Description**

***Assistant Field Manager Environmental***

**Classification:** *Grade 12* **Department:** *Community and**Environmental*

**Status:** *Exempt* **Supervisor:** *Regional Environmental Manager, C&E*

**Organization**

Founded in 1978, RCAC seeks to collaboratively build the capacity of organizations that serve low-income people living in the rural West (13 states including Alaska and Hawaii). RCAC works in partnership with small rural and Indigenous communities and other local agencies to provide tools and resources necessary to improve their quality of life. RCAC offers a wide range of services to communities with fewer than 50,000 people including technical assistance and training for environmental infrastructure; affordable housing development; economic and leadership development; and financing to support community development. Since its inception, RCAC’s dedicated staff and active board have helped affect positive change in rural and Indigenous communities across the West.

**Community and Environment Department**

RCAC’s comprehensive community and economic development services support rural communities to create a vision, set goals and implement an action plan for community development projects. The Building Rural Economies (BRE) initiative trains and builds community support for entrepreneurial development based on local resources and supply chains. BRE builds the capacity of local sponsoring organizations to network, plan and implement economic development initiatives in rural communities.

**Position Description**

The Assistant Field Manager will work within select water/wastewater program areas to provide technical assistance and training services directly to communities or small utilities and will supervise one to three staff members. Additionally, the position will lead the implementation of one or more grant-funded programs. The position will be approximately 50% time managing and 50% time providing services to our client communities.

**Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process.** **Duties and responsibilities include but are not limited to:**

* Manage program contracts and budgets
* Supervise the implementation of the program in the field
* Supervise up to three employees
* Assess the needs of our local partners and recommend solutions to the needs identified
* Perform quality assurance for department’s work within your subject matter expertise
* Manage relationships with client communities
* Manage relationships with government agencies, foundations, and other program funders
* Manage relationships with vendors and subcontractors who provide goods and services to RCAC to support program implementation
* Collaborate with RCAC’s development team to raise funds for the program
* Coordinate and participate in networks and associations with RCAC partners
* Perform field work as necessary to meet the objectives of the program
* Perform other duties as assigned

**Skills and Qualifications**

* Ability to work with minimum supervision and handle multiple priorities simultaneously
* Commitment to rural communities, drinking water access and/or health equity issues
* Capacity to supervise staff and subcontractors and direct program implementation
* Ability to provide high quality customer service
* Ability to facilitate meetings
* Ability to develop and conduct participant-centered trainings for BRE’s curricula
* Ability to use initiative to troubleshoot and problem solve
* Ability to listen effectively and communicate verbally and in writing
* Expertise in project management and grant management
* Familiarity with developing and managing budgets
* Proficiency with personal computers, including cloud computing and Microsoft Office
* Bilingual Spanish/English speaker highly desirable

**Physical Job Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

Work performed in an office requires ability to operate computers and various pieces of office equipment, including telephone. Use may be moderate (average 2 hours per day) to heavy (4 or more hours per day)

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hand to finger; handle; feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

This position also requires moderate (up to 2 days per month) to heavy (up to 10 days per month) automobile and airline travel, including overnight travel.

**Preferred Education and Experience:**

A combination of experience and education is required to qualify for the position.

A typical qualifying combination would be:

Experience:

Five years of any combination of applicable experience in project management, grant management, drinking water/sanitation access or related environmental fields. (Additional qualifying education may be substituted for up to one year of required experience).

Education:

Bachelor’s degree (additional qualifying experience may be substituted for the required education).

**Special Requirements:**

Possession of a valid drivers' license and proof of insurance that meets the minimum requirements of RCAC corporate liability policy will be required when traveling for business purposes.

RCAC is an equal opportunity employer and considers all employees and job applicants without regard to race, religion, color, gender, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or marital status, or any other status protected by law. RCAC strives to reflect the diverse constituencies that the organization serves.

RCAC employees are federally mandated to be vaccinated against COVID-19 as a condition of employment, subject to reasonable accommodation as required by law.