



Position Title: Assistant Project Manager

Job Type: Full-time

Location: Remote position. Applicant must be based in Northern San Joaquin Valley, CA, due to regular travel to agricultural field sites throughout the Central Valley. Employee will work from a home office and will not be expected to report to a CURES office.

Compensation: \$30.00 to \$35.00 per hour, commensurate with experience and qualifications. CURES provides health and dental insurance. The position offers opportunities for professional growth and advancement.

The Coalition for Urban Rural Environmental Stewardship (CURES), a nonprofit agricultural organization, is seeking a qualified individual to assist with projects focusing on water quality, grower outreach, agricultural stewardship, and pesticide and nutrient management. www.curesworks.org The Assistant Project Manager will work closely with Project Managers while developing the skills and experience to take on increasing responsibility for independent project implementation.

Employee would be based in Northern San Joaquin Valley; however, work/travel area would encompass Central California. Employee must provide own transportation to research sites, meetings and outreach events (mileage reimbursed).

Responsibilities:

- Assist with implementation of agricultural research and demonstration projects
- Communicate with growers, PCAs, ranch managers, irrigation technicians, and other stakeholders
- Assist in coordinating field activities
- Provide technical assistance and follow-up to project participants
- Maintain project records and documentation
- Perform data entry, cleaning, QA/QC, and basic data analysis
- Use Excel and mapping software to organize and interpret field data
- Draft and review outreach materials and project communications
- Assist with meeting coordination and other organizational responsibilities
- Participate in virtual meetings with CURES staff, project colleagues, and stakeholders
- *Occasional overnight travel is required*

Requirements:

- Bachelor's degree in agriculture, environmental science, natural resources, biology, or a related field preferred. Equivalent relevant experience may be considered.
- Knowledge of irrigated agriculture in California

- Demonstrated ability to independently manage projects or assignments from initiation through completion
- Comfortable communicating professionally with growers, PCAs, ranch managers, irrigation professionals, consultants, researchers, and agency staff
- Strong Excel skills, including sorting/filtering, formulas, data cleaning, and basic data analysis
- Ability to work with spatial data and use Google Earth or similar mapping tools to locate, organize, and interpret agricultural field sites
- Experience with data management
- Ability to multitask effectively and meet strict deadlines
- Strong communication and organizational skills
- Ability to travel independently to agricultural field sites
- Ability to perform physical field work, including walking through orchards, carrying equipment and supplies, and installing and servicing pest monitoring and pheromone mating disruption equipment
- Ability to work outdoors in hot weather and other variable field conditions
- Ability to work flexible hours when field conditions or project schedules require it
- Valid California driver's license and reliable transportation

To Apply:

If interested, please send a resume and cover letter to contact@curesworks.org.