

Vacancy Announcement

Position Title: Project/Watershed Coordinator, Mahaska County

Location: Oskaloosa, Iowa (Mahaska County)

Status: 3 Year Grant Funded, Fulltime position

Address: Mahaska County SWCD
2503 Todd Street
Oskaloosa, IA 52577

Summary & Project Overview:

The primary objective of this position is to lead activities focused on planning and development of actionable approaches that will coordinate implementation of conservation practices in the headwaters of Cedar Creek and South Skunk River priority watershed areas within Mahaska, Marion, and Jasper Counties. Work effectively with partners and area producers/landowners to identify opportunities, funding sources and feasibility for installation of Iowa's Nutrient Reduction Strategy (NRS) practices in a targeted and cost-effective manner. Efforts will focus on the practice implementation phase of the watershed management plan. The Project Coordinator will facilitate meetings, trainings, and outreach efforts as well as coordinate and manage projects to completion.

Job Duties include:

1. The Project Coordinator will manage, coordinate, and implement the objectives of the Cedar Creek and South Skunk River priority watershed Grant, non-project activities, conservation planning, application of Best Management Practices (BMP), information and education, and other related activities essential to the SWCD and NRCS under general supervision by the Mahaska County SWCD and day-to-day coordination by the NRCS District Conservationist.
2. Initiate and conduct significant promotional outreach efforts to local municipalities, rural landowners and producers, government agencies, other local units of government, and various interest groups as part of promoting conservation practices and programs for the Watershed area.
3. Conduct natural resource assessment and evaluation working one-on-one with landowners, as well as with groups, to facilitate adoption of BMP, and to develop and document conservation plans of decision makers using NRCS software tools.
4. Implement BMPs including in-the-field engineering layout and surveys, designs, and checkout certification according to NRCS standards.
5. Initiate and conduct informational meetings with local advisors and cooperators, field demonstrations and workshops, write newsletter and local media articles, utilize social media as appropriate, and recognize active participants in order to promote resource conservation through the project.
6. Use current technology tools, such as GIS, as well as traditional and newer techniques to identify resource needs, monitor water quality conditions, and identify innovative solutions.

7. Provides administrative support to the SWCD in organizing, documenting, and submitting progress reports and funding needs, managing project budget and funding, conducting annual project reviews in order to communicate project accomplishments with partners, and complete annual plans of operations.
8. Continue to evaluate past accomplishments and prioritize future water quality project activities, involving advisory board members/SWCD commissioners, and seek input from other community and agency partners in order to improve water quality, soil health, and the land as an interconnected ecological system.
9. Work as a team member of the local office on activities essential to the SWCD and NRCS including conservation planning, application of practices, and information/education in order to promote the project as part of resource conservation efforts throughout the county and as identified in the SWCD and NRCS Business and Strategic Plans.
10. Practice continuous self development in learning and knowledge of innovative and traditional application techniques of water quality and resource conservation practices.
11. Conduct all work and business with respect toward others in a non-discriminatory and appropriate manner.

Minimum Qualifications

- BS/BA degree or 3-5 years' experience in conservation or agricultural practice or equivalent combination of education and experience.
- Experience working with diverse partners, both internal and external.
- Experience working with the agricultural community.
- Ambition and determination toward meeting an established goal.
- Ability to work independently and as part of a team.
- Must be able to utilize resources available to them in an effective manner.
- Excellent interpersonal communication skills.
- Ability to make presentations, and excellent public speaking skills

Preferred Knowledge, Skills, & Experiences

- BS in Agribusiness, Ag Education, Ag Economics, Production Agriculture, Agronomy, or Environmental Science.
- Familiarity with the principles of nutrient management and agricultural practices.
- Knowledge of current trends and practices in conservation and agriculture.
- Demonstrated experience in sales, marketing, and message development/delivery.
- Experience with Cover Crops, and developing Nutrient Management plans.
- Ability to think in an analytical systematic approach to negotiate support for conservation efforts.
- Background in Agriculture.

Salary & Benefits

- \$24.39-\$27.31 – Wage commensurate with experience.
- Paid Time Off leave accrual

- Holiday Pay: Holiday pay is limited to 9 days – New Year’s Day, Martin Luther King, Jr Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving, Day after Thanksgiving, and Christmas.
- Eligible for Iowa Public Employee’s Retirement System (IPERS)

Work Schedule

Normal working hours are Monday-Friday 8:00am – 4:30pm with one-half hour unpaid lunch. Occasionally the job may necessitate evening, weekends, and/or overnight meetings, functions, or training for which the Board reserves the right to flex and/or authorize comp time.

How to Apply

Submit resume, cover letter, list of references, and transcript(s) to the above address, or by email to Carla.ackley@ia.nacdnet.net and Deborah.Morgan-Lennie@iowaagriculture.gov . Position is open until filled.