

Vacancy Announcement

Watershed Coordinator

WATERSHED COORDINATOR, The _____ Soil Conservation District has an immediate opening for one full time position. This person will manage the _____ Watershed Project. Successful applicants should have a four-year degree in a natural resource related field or equivalent job experience, skills in public speaking and grant writing, a valid ND drivers license, and a flexible schedule to attend night or weekend meetings. To be considered for employment, please forward your reume, college transcript, 3 references and a sample of your writing to: _____ Soil Conservation District, _____

Job Description for Watershed Coordinator

DUTIES

Manage and administer water quality and/or nonpoint source pollution grants and other related projects in the _____ Watershed. Work directly with landowners to initiate and implement water quality and erosion control conservation practices, collaborate with towns, government agencies, and other nonprofit groups (i.e. lake associations), conduct educational workshops, prepare reports for funding agencies, and provide updates to the _____ SCD board of supervisors.

The Watershed Coordinator will work as a community liaison promoting water quality and District projects. He/she will participate in activities as assigned by the _____ SCD. This position requires fieldwork that may involve physical exertion such as walking rough terrain, climbing steep banks, lifting and using tools and lifting plant materials. This person will be initiating and coordinating watershed assessments, organizing/working with lake associations or similar groups, and coordinating the installation of conservation practices.

This is a five year position. Continuation past the project period is contingent on continued grant funding. Successful applicants should have demonstratable experience, skills in public speaking, a technical background, and be willing to identify new funding sources and write grant applications for new projects. The Watershed Coordinator works independently of daily supervision. He/she receives direction from the _____ SCD, and works in cooperation with the District Manager and the NRCS District Conservationist. Pay will range from \$38,000 to \$41,000 including benefits, depending upon experience and qualifications.

QUALIFICATIONS:

1. Four-year degree in natural resource related field or equivalent job experience.
2. Excellent communication skills including public speaking and grant writing.
3. Valid North Dakota Driver's License and a reliable vehicle (mileage will be reimbursed)
4. Flexible schedule, must be willing attend night meetings and work on weekends when needed.

KEY ELEMENTS

Project Management – Manage all aspects of assigned District grant projects. Work will vary according to the scope of the project. Responsibilities include:

1. Plan and coordinate with the District Conservationist, installation of conservation practices.
2. Manage project budgets/workload allocations.
3. Prepare documentation, report and track project progress for grantors and project sponsors.
4. Follow guidelines and policies addressed in letters of agreement.
5. Communicate and coordinate with project grantors and partners.
6. Gather information on new and existing technologies, projects and programs at workshops and conferences.
7. Coordinate water quality sampling and other project related assessments.
8. Work with local associations and/or similar groups.
9. Troubleshoot potential problems on projects as they arise.
10. Undertake and assist with any work necessary to accomplish tasks.
11. Direct staff and volunteers working on projects.

Other Responsibilities of the Watershed Coordinator include:

1. Working in cooperation with the District Manager to provide administrative assistance for miscellaneous daily tasks (i.e. phone calls, public assistance, organize workspace).
2. Attend meetings and provide input and guidance, when possible, to the _____ Soil Conservation District.
3. Attend Soil Conservation District meetings as scheduled.
4. Participate in training and continuing education for conservation topics/issues when possible.