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Putting conservation on the land

POSITION ANNOUNCEMENT

<u>POSITION TITLE:</u>	Watershed Coordinator
<u>APPLICATION DEADLINE:</u>	April 26, 2024
<u>POSITION LOCATION:</u>	Stevens Soil and Water Conservation District (SWCD), Morris, MN
<u>POSITION CLASSIFICATION:</u>	Regular Full-Time
<u>SALARY AND BENEFITS:</u>	Starting salary is dependent on qualifications and experience. \$25.02 – \$33.64 per hour (\$52,041 - \$69,971 annually) plus benefit package (paid holidays, vacation, sick leave, insurance allowance, and retirement plan).

POSITION PURPOSE:

This full-time role encompasses diverse coordination and marketing responsibilities to support the objectives of the Pomme de Terre River Association (PDTRA) Joint Powers Board. The incumbent will collaborate with state, federal, and local entities, as well as boards and organizations, to advance various programs and achieve the goals outlined in established plans. Duties include promoting and executing activities aligned with work and implementation plans, aiding in report preparation within specified deadlines, and prioritizing the promotion of watershed initiatives, alongside educational and outreach endeavors. This position operates under the general supervision of the District Administrator.

PREFERRED QUALIFICATIONS:

- A bachelor's degree or two-year degree in Administration/Marketing or related field as applicable to meet the expectations of the position, and/or at least three years related job experience. Knowledge or experience with natural resources, environmental education or watershed management is desirable.
- Strong marketing and communication skills, including experience with websites, social media management and content creation.
- Ability to organize and track a variety of timelines and deadlines.
- Ability to track and coordinate local, state, and federal grants.
- Strong interpersonal and communication skills, written and verbal. Must be comfortable speaking and presenting in public.
- Experience working with diverse stakeholders, including government agencies, non-profit organizations, and community groups.

- Be able and willing to work independently.
- Computer skills, including Microsoft Office (Excel, Word, Powerpoint, Outlook); Adobe Acrobat; GIS software (ArcOnline & ArcMap).
- A valid Minnesota Driver's License.
- Knowledge of soil and water conservation district programming.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Update, track, and coordinate grant fund expenditures and in-kind reports.
- Works in conjunction with the Pomme De Terre River Association Joint Powers Board and Technical Advisory Committee to carry out policies, programs and other activities as assigned by these entities.
- Quarterly progress reporting and eLink reporting for WBIF grants (State of Minnesota reporting system).
- Develop and implement marketing strategies to promote watershed conservation efforts and engage stakeholders.
- Collaborate with state, Federal, and local agencies, boards, and organizations in promoting conservation programs and accomplishing the goals and objectives of established plans.
- Prepare reports, presentations, and other materials to communicate project updates and outcomes to stakeholders and the public.
- Develop and participate in conducting field demonstrations, community meetings, field days and outdoor classrooms for schools and local groups.
- Develop and coordinate local education opportunities and field days to help inform the public of the Pomme de Terre River Association and local watershed activities.
- Assist in the development of grant proposals to support watershed conservation initiatives and projects.
- Assist the SWCD with other watershed-based duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people in this position. They are not to be construed as an exhaustive list of all duties performed by personnel in this position.

APPLICATION PROCEDURES:

Please send a **cover letter, completed application, and resume with three references** to the above address to be **received by 4:30 pm, Friday, April 26, 2024**. Completed application packets may also be submitted by email to matt.solemsaas@stevensswcd.org. Additional information may be obtained by calling the District Administrator at (320)589-4886 or emailing matt.solemsaas@stevensswcd.org

CONDITIONS OF ANNOUNCEMENT:

Stevens SWCD reserves the right to extend or make changes to the content of this position announcement without notification and may, at any time, withdraw the announcement. Stevens SWCD is an Equal Employment Opportunity Employer. Candidates will be considered without discrimination for any non-merit reasons such as race, color, religion, sex, national origin, politics, marital status, physical handicap, age, or membership or non-membership in an employee organization.