

# *Position Announcement*

## **Project Coordinator, North Thompson River Water Quality Project Adair, Madison, and Union Soil and Water Conservation Districts**

- Position Title:** Project Coordinator, North Thompson River Water Quality Project
- Location:** Duty station is negotiable between Greenfield (Adair County), Winterset (Madison County), and Creston (Union County) NRCS/SWCD offices.
- Classification:** Option for full-time or part-time employment, based on applicant's preference. Continuation of position dependent on availability of funding.

**Deadline to Apply:** **January 19, 2024**

### **Summary & Project Overview:**

The primary objectives of this project are to improve water quality in the North Thompson River by reducing sediment delivery from erosion on cropland and pastureland with the installation of planned Best Management Practices (BMPs). The Project Coordinator (PC) will coordinate and manage BMP projects to completion, as well as facilitate outreach efforts to landowners and operators in the watershed. The Adair, Madison, and Union County Soil and Water Conservation Districts (SWCDs) will oversee and promote this project. More information about the North Thompson River Water Quality Project can be found here: <https://www.madison-swcd.org/north-thompson-river-water-quality-project/>

### **Description of Duties:**

- **Information and Education Activities:** organize outreach events such as field days and workshops, develop written outreach materials such as newsletters and articles for local media, conduct one-on-one meetings with landowners and operators, organize meetings with stakeholder groups and other partners, etc.
- **BMP Projects:** contact landowners and operators, perform field visits, assist with conservation planning, implementation, and certification of conservation practices according to NRCS standards.
- **Assessment and Evaluation:** identify resource concerns, evaluate environmental benefits of implemented BMPs, monitor progress in BMP adoption, and assess the watershed to identify areas to prioritize future water quality project activities.
- **Administrative Tasks:** submit quarterly and annual progress reports, develop annual work plans and budgets, organize annual project review meetings with partners, provide regular updates to SWCDs.

### **Basic Requirements:**

- Must be at least 18 years of age.
- Must possess a valid driver's license.
- Will be expected to successfully complete a federal background check.
- Must be able to perform duties with reasonable accommodation.

### **Minimum Qualifications:**

- Background or education in agriculture, natural resources, or related fields.
- Basic computer skills, including familiarity with Microsoft Office software (Word, Excel, PowerPoint, etc.) and willingness to learn how to use other software including NRCS Business Tools to perform job.
- Willingness to work in all-season weather conditions and ability to walk on rough terrain.

### **Employee Expectations:**

- Ability to work independently and as part of a team.

*USDA-NRCS, Adair SWCD, Madison SWCD, and Union SWCD are equal opportunity providers, employers, and lenders. Delivery of programs and services will be carried out without regard to race, color, religion, sex, age or handicap.*

- Ability to work with diverse partners, both internal and external.
- Practice continuous self-development and advancing knowledge about BMPs, conservation planning, and other topics relevant to this position.
- Conduct all work and business with respect toward others in a non-discriminatory and appropriate manner.

**Accountability & Performance:**

This job is performed under general supervision and administration of the SWCDs. Day-to-day guidance and work coordination will be performed by the respective Natural Resources Conservation Service (NRCS) District Conservationist in the primary county where the successful applicant chooses to work.

Performance of this position will be reviewed by the SWCD Commissioners after the first six months and then annually.

**Work Schedule:**

**Full-Time Option:** Work hours are Monday through Friday, 8:00 a.m. – 4:30 p.m. with one half-hour unpaid lunch break and two paid 15-minute breaks (morning and afternoon).

**Part-Time Option:** If the successful applicant opts for part-time employment, the employee will have the flexible option working up to a cumulative total of 1080 hours per fiscal year and will adjust their schedule to meet the requirements of the work.

**Salary & Benefits:**

- Starting salary is \$24.39/hour. Commissioners may grant cost-of-living and performance-based pay raises in line with their salary schedule.
- Full-Time option offers paid state holidays / Part-Time option does not offer paid holidays.
- Full-Time option: Paid Time Off (PTO) may be granted at the discretion of the SWCD commissioners after six months of satisfactory performance / Part-Time option does not offer PTO.
- This position is eligible to receive IPERS.
- This position does not offer insurance.

**To Apply:**

Submit the following by **January 19, 2024:**

- 1) A one-page **cover letter** explaining your background, why you are interested in this position, why you feel you are the best candidate, and if you have a preference for office location,
- 2) A detailed **resume** including education, experience, and skills, and
- 3) A list of **three references** including their name, title, phone number, and their relationship to you.

**Application materials can be sent to:**

**Union County SWCD**  
 Frances Myers  
 Conservation Assistant  
[Frances.Myers2@ia.nacdnet.net](mailto:Frances.Myers2@ia.nacdnet.net)  
 904 East Taylor Street  
 Creston, IA 50801

**Adair County SWCD**  
 Jennifer Erbes  
 Conservation Assistant  
[Jennifer.Erbes@ia.nacdnet.net](mailto:Jennifer.Erbes@ia.nacdnet.net)  
 705 NE 6<sup>th</sup> Street  
 Greenfield, IA 50849

**Madison County SWCD**  
 Anna Golightly  
 Conservation Assistant  
[Anna.Golightly@ia.nacdnet.net](mailto:Anna.Golightly@ia.nacdnet.net)  
 815 E. Highway 92  
 Winterset, IA 50273