

# Job Vacancy Announcement



**Position Title:** Project Coordinator,  
North Thompson River Water Quality Project  
(A full-time or part-time, at-will, grant-funded position)

**Location:** Duty station negotiable between the Madison County (Winterset) or Union County (Creston) NRCS/SWCD field offices, to be determined at hiring

**Hours:** Full-time (40 hours/week, Monday-Friday) or Part-time (negotiable)

**Summary:** The Adair, Madison, and Union County Soil and Water Conservation Districts (SWCDs), in collaboration with the Iowa Department of Agriculture and Land Stewardship (IDALS) and Natural Resources Conservation Service (NRCS) are looking for a dynamic, highly motivated individual to fill the role of Project Coordinator for the North Thompson River Water Quality Project. The selected individual will help coordinate and drive forward implementation of systems-based water quality infrastructure improvements and soil health best management practices in the North Thompson River Watershed. This will be done by building trust and understanding with key stakeholders, landowners, and farm operators.

The Project Coordinator position promotes, identifies, and follows the conservation planning process to implement conservation practices to reduce sediment pollution within the North Thompson River Watershed. The Project Coordinator will also develop relationships with agricultural partners, local schools, and media outlets to educate and advance conservation implementation.

Learn more about the North Thompson River Water Quality Project at <https://www.madison-swcd.org/north-thompson-river-water-quality-project/>

## Basic Requirements:

- Valid driver's license and proof of eligibility to work in the United States.
- Successful completion of a federal background investigation (after job offer).
- Background or education in agriculture, natural resources, or related fields.
- Physical ability to walk across rough terrain, carry heavy equipment, and work in inclement weather conditions.
- Ability, or willingness to learn, to drive a truck, pull a trailer, and operate a UTV.

## Wage & Benefits:

- Starting wage is \$29.48/hour. No overtime. Commissioners may grant cost-of-living and performance-based pay raises in line with their salary schedule.

Benefits	Full-Time	Part-Time
<b>IPERS Contributions</b> (Iowa Public Employees' Retirement System)	Yes	Yes
<b>Paid State Holidays</b>	Yes	No
<b>Paid Time Off (PTO)</b> 16 days/year accrued at 4.9 hours per 2-week pay period	Yes	No
<b>Overtime Pay</b>	No	No
<b>Health Insurance</b>	No	No

## Description of Duties:

- **Information and Education Activities:**
  - Organize and participate in education activities (field days, workshops, county fair booths, school Ag Days, etc.).
  - Communicate with landowners, project partners, and the public (letters/postcards to landowners, newsletters, press releases, etc.).
  - Collaborate with partners to expand on opportunities and potential projects (e.g., County Secondary Roads, ag service cooperatives, etc.).
- **Implementation and Evaluation of Conservation Practices:**
  - Use innovative planning methods to prioritize project practices to reduce sediment delivery to streams.
  - Identify potential practice sites using the Watershed Management Plan, GIS, and other off-site tools.
  - Develop a list of landowners; contact and meet with them in the field to verify and ground truth site-specific practice locations identified with off-site tools, as well as identifying other resource concerns and discuss these with the landowners.
  - Assist landowners with the application process for program opportunities (State Cost Share, EQIP, RCPP).
  - Assist with the planning, implementation, and certification of conservation practices.
  - Assist and collaborate with technicians to complete survey and layout of conservation practices; assist with the development of cost estimates and practice designs.
  - Evaluate environmental benefits of conservation practices.
  - Assess the watershed to identify areas to prioritize future efforts.
- **Administrative Tasks:**
  - Develop annual work plans and budgets.
  - Submit quarterly and annual progress reports.
  - Conduct annual project review meetings with partners and stakeholders
  - Provide monthly updates to SWCD commissioners.
  - Complete a final report at the conclusion of the project for IDALS-DSCWQ.
  - Assist the SWCD with management and tracking of project funds in compliance with IDALS-DSCWQ guidelines and regulations.

## Questions?

Contact Kyle Ament, IDALS Field Representative for Watersheds, at [Kyle.Ament@iowaagriculture.gov](mailto:Kyle.Ament@iowaagriculture.gov)

## To Apply:

Submit a **cover letter** and **resume** to any of the following by **Friday, July 10**

**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

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