

**Stevens County Conservation District
232 Williams Lk Rd
Colville, WA 99114**

The Stevens County Conservation District is a non-regulatory agency. Our goal is to develop and implement programs to protect, utilize, and conserve soil, water, farmland, rangeland, forests, wildlife, and other renewable resources throughout the district. We promote the implementation of appropriate Best Management Practices by providing technical and financial assistance to landowners within the district boundaries who have natural resource concerns or problems. We also provide educational assistance to schools and organizations within Stevens County. SCCD is governed by a five-member volunteer Board of Supervisors.

Position Description

Title: Natural Resource Technician and Education Coordinator

We are seeking a skilled and driven individual to join our small team as a Natural Resources Technician and Education Coordinator. The primary function of this position will be to assist district staff in carrying out the miscellaneous grant or contract-related tasks as part of the SCCD's annual plan of work. This includes natural resource data collection, project development, and implementation. In project implementation, you will be expected to work cooperatively with private landowners, coworkers, and local, state, and federal agency staff. In addition, you will be involved with District programs and functions such as planning, organizing, and coordinating education programs, facilitating outreach, assisting with fire restoration and farm planning contracts, and other relevant activities. SCCD has a small staff, and each of us is sometimes called upon to do a wide range of job duties - flexibility, prioritization, and excellent communication skills are crucial to the position.

This position will be regular full-time, scheduled to work (40) hours per week. This may require some night and weekend work with no overtime available. The position will be eligible for the SCCD's benefits package, subject to each benefit program's terms, conditions, limitations, and eligibility requirements.

Salary is \$35,000 to \$45,000 a year, depending upon qualifications and experience.

SCCD is a non-regulatory grant-funded organization established in 1942 with the following goals:

- Constantly striving to meet needs and challenges at the local level
- Assisting landowners and managers to utilize and sustain their natural resources and comply with environmental laws and regulations
- Promoting change through education and voluntary actions

This position will be approximately 25% field work, working with landowners and agency personnel, 60% office work including documentation, reporting, developing recommendations and fact sheets, and 15% off-site work such as workshops, tours, and training.

Duties and Responsibilities: Priorities are subject to shift with the needs of the season and project deadlines. This position requires a broad set of skills and the ability to adapt and learn new technical skills. Depending upon the applicant's qualifications, the position duties may be adjusted. The individual hired may have the opportunity to develop programs and apply for grants for funding for projects that meet the mission of SCCD and the needs of the County's natural resources.

General

Duties will be performed in the Stevens County Conservation District office at 232 Williams Lake Road in Colville and at various meetings and locations, including schools and outdoor settings. Attendance at some evening and weekend meetings will be required.

- Honest in word and deed, treat everyone with courtesy, dignity, and respect
- Maintain landowner and project confidentiality
- Detail-oriented with a high degree of accuracy
- Highly organized and task-oriented
- Able to multi-task and meet changing deadlines
- Excellent oral and written communication skills
- Excellent computer and technological adaptability
- Prepare and edit detailed reports/accomplishments of activities and projects
- Self-directed and able to complete tasks with minimal supervision
- Motivated to work on projects with little background knowledge or training available
- Identify grant opportunities and prepare grant applications
- Understanding of agricultural production, natural resource systems, and land management
- Know and comply with the District's Personnel and Risk Management Policies
- Perform other related duties as requested by the District Manager

Specific

- Farm/Conservation Planning 35%
 - Work with other staff, landowners, and district clients over the phone, in-office, and in the field
 - Assist with the development and implementation of project plans, files and forms, budgets, and applications for grants, cost-share contracts, and permitting
 - Identify and research solutions to natural resource concerns
 - Build relationships with technical professionals and volunteers to assist with planning, projects, and events
 - Basic proficiency with mapping software (create maps, calculate acreage, feet of fencing, etc.)
 - Ability to master project planning/reporting software programs (CPDS, PRISM, EAGL, Access, Smartsheets)
 - Conservation planning Technical Skills Preferred
 - Soil science
 - Small farm, Organic, Farmer Market
 - Riparian management and restoration

- Education 35%
 - Coordinate/Deliver programs and events for both youth (K-12) and adult
 - Forestry Contests, Big Tree Contest
 - One-day events with multiple presenters (Water Festival)
 - Deliver basic technical and/or program information to small groups
 - Workshops for adults and youth, classroom, in-field, and virtual
 - Farm or project tours
- Office assistance and Outreach 30%
 - Development and editing- Newsletter, Marketing materials, Displays for events, Press releases
 - General office duties, answering phones, coordinating supply orders, filing forms
 - Participate in regular staff meetings and other committee meetings, as directed or required

Qualifications:

Required

BS degree in agriculture, natural resources, planning management, or closely related field
At least two years of field experience. Six years of qualifying experience may substitute for the education requirement

Advanced computer skills, including Windows operating systems and Microsoft Office/365 Suite

Have, or be able to obtain, a valid unrestricted Washington State driver's license

Supervision:

The District Manager supervises this position. Funding for this position is subject to the availability of federal, state, and local grants and contracts.

Employment with the District is terminable at will. An employee may be terminated at any time with or without cause and with or without notice, subject to applicable state and federal laws.

Employment is at the discretion of the Board of Supervisors and contingent upon, but not limited to, available funding, job performance, and changes in program direction.

Applicants selected for interviews must agree to a Washington State Patrol criminal history information check and an abstract of driving record check. Upon employment, a federal security background check will be required.

Application:

Please submit an e-mail to SCCD@stevenscountywa.gov, mail, or drop it off at 232 Williams Lake Rd, Colville, WA 99114

- Cover Letter
- Resume
- Standard application attached
- References with permission to contact – 2 personal, 3 professional