



# MUSCATINE COUNTY SOIL & WATER CONSERVATION DISTRICT

3500 Oakview Drive, Suite A, Muscatine, IA 52761  
563-263-7944 x3

Commissioners: Robert Axtell Robert Beatty Jared Deahr Scott Eichelberger Travis Glynn

---

## Position Description and Announcement

### POSITION TITLE

Lower Cedar Watershed Coordinator

### ANNOUNCEMENT DATE

October 6, 2017

### APPLICATION DEADLINE

November 17, 2017

### INTRODUCTION

The Lower Cedar Watershed Coordinator will be responsible for implementing the Lower Cedar Watershed Project as described in a Conservation Collaboration Grant awarded by the USDA Natural Resources Conservation Service (NRCS). The Coordinator will provide technical assistance to landowners and producers in the Lower Cedar Watershed, promote conservation practices identified in the Iowa Nutrient Reduction Strategy, coordinate community outreach events for watershed stakeholders, and coordinate board meetings and other activities for the newly established Lower Cedar Watershed Management Authority (WMA).

### DUTIES & RESPONSIBILITIES

1. Manages and coordinates the implementation of a watershed project. This includes administering, maintaining quality control, and developing effective lines of communication with many partners at the federal, state, and local levels
2. Complete all required NRCS training and provide certificates of completion
3. Attend conferences and other learning opportunities for professional development and to build relationships with partners
4. Works directly with landowners, producers, and other decision makers to facilitate the adoption of best management practices and enrollment in Farm Bill programs
5. Complete Status Reviews and Conservation Plans for the Conservation Reserve Program
6. Engage stakeholders to increase awareness and adoption of conservation practices identified in the Iowa Nutrient Reduction Strategy
7. Refer landowners to partner conservation programs such as State Cost Share, REAP, Partners for Fish & Wildlife Program, The Nature Conservancy, etc.
8. Coordinates outreach activities and events to raise awareness of watershed resource issues and encourage adoption of best management practices
9. Prepares newsletters, brochures, press releases, and other outreach tools
10. Serve as a liaison between the Lower Cedar WMA and partner agencies, elected officials, conservation groups, landowners, residents, the media, and other stakeholders throughout the watershed
11. Schedule meetings, prepare agendas, and facilitate activities for the Lower Cedar WMA
12. Write and submit grant proposals on behalf of WMA partners
13. Maintain project records as needed to keep project on time, on budget, and in compliance with all legal requirements
14. Writes and submits periodic technical reports as specified by grant agreement

15. All actions taken by the Coordinator while on official duty will be performed in a safe manner and will be of a nature to reflect favorably on the Muscatine Soil and Water Conservation District

#### **REQUIRED QUALIFICATIONS**

1. Bachelor's degree
2. Ability to pass a background check
3. A valid driver's license and reliable personal transportation
4. Ability to work independently and manage time effectively
5. Ability to engage and communicate effectively with diverse audiences through writing and public speaking
6. Experience with Microsoft Office software, media files, and ability to learn new computer applications as needed

#### **PREFERRED QUALIFICATIONS**

1. At least 2 years of related professional experience
2. Experience writing and administering grants
3. Ability to develop and manage a budget
4. Ability to effectively coordinate and manage complex multi-organizational projects
5. Experience coordinating outreach events and developing educational tools or activities
6. Experience with geographic information systems (GIS) software
7. Experience with engaging urban and rural landowners, business and community leaders, and facilitating groups or partnerships
8. A working knowledge of Midwest agriculture, Midwest water resource issues, state and federal conservation programs, soil and water conservation practices, and the Iowa Nutrient Reduction Strategy

#### **POSITION DETAILS**

This is a full-time position. The Coordinator will be under the supervision of the Muscatine Soil and Water Conservation District Commissioners. Daily activities will be coordinated by the District Conservationist. This position does not supervise other employees. The Coordinator will be housed at the Muscatine County USDA Service Center in Muscatine, Iowa. This position currently has funding through September 30, 2020 and it may be extended contingent upon future funding opportunities. The starting salary will be commensurate with experience and education, ranging between \$14 and \$17 per hour. It does not include insurance benefits. Occasional evening work, weekend work, and overnight travel may be required. Performance of this position will be reviewed annually by the District Commissioners, the District Conservationist and the employee.

#### **CIVIL RIGHTS REQUIREMENTS**

Delivery of programs and services is carried out without regard to race, color, national origin, religion, sex, age or handicap.

#### **HOW TO APPLY**

Please send a resume, cover letter, and three references to Jon Matz, District Conservationist, at 3500 Oakview Drive, Suite A, Muscatine, IA 52761-5807, or email the above documents to [Jonathan.Matz@ia.usda.gov](mailto:Jonathan.Matz@ia.usda.gov). Applications must be received by November 17, 2017.