



Mitchell County Soil & Water Conservation District
1529 Main Street
Osage, IA 50461-1824
(641) 732-5504 ext. #3

An Equal Opportunity Provider and Employer

Position title: Rock Creek Watershed District Project Coordinator

Contact: Mitchell Soil & Water Conservation District
1529 Main Street, Osage, IA 50461
Phone: (641) 732-5504 ext. 3

Hours: Full-time, 40 hours per week (no overtime)
Monday – Friday 8:00 – 4:30

Number of openings: (1) One

Employment Terms: At-will, full-time, temporary employment with flexible hours. A few evening hours may be necessary. Position ends when funding is exhausted; possible extension depending on fund availability.

Wage: Hourly, commensurate with experience. No benefits.

Application Opening Date: July 16, 2019

Application Closing Date: July 31, 2019

Method of applying: Submit resume and cover letter in person or by mail to the address above by 4:00 p.m. on July 31, 2019. Applicant must be available to interview at the Mitchell SWCD office.

Education: Graduation from an accredited college or university with major course work in an agricultural or environmental science field. Experience related to agriculture, environmental science, or natural resources conservation may be substituted.

Job Description: Manage the Rock Creek Watershed Project using education and outreach to work with landowners and project partners, encouraging conservation practices that improve water quality within Rock Creek Watershed using the Nutrient Reduction Strategy (NRS). Writes reports and grants to maintain funding using data collected and entered during the project.

The successful candidate will: Have knowledge of principles, practices, terminology and techniques of agricultural sciences related to nutrient management, water quality and soil conservation. Have knowledge of state, federal and local environmental law and regulations. Demonstrate knowledge of the Iowa Nutrient Reduction Strategy. Possess interpersonal relationship skills. Display high standards of ethical conduct. Have experience with public speaking and use of social media. Ability to write grants. Knowledge of proper soil and water sample collection.

Qualifications: Applicant must be able to create and maintain positive relationships with the public, project partners and field office staff. Applicant should be organized and detailed oriented with the ability to work independently; prioritize work schedule while completing work in a timely manner; and communicate effectively, orally and written. Job will require some walking through rough and uneven terrain in all weather and carrying up to 50 lbs. Successful candidate will need to undergo a background investigation and fingerprint check; possess a valid driver's license.