

Planning Coordinator position description:

The employee will manage and coordinate the updating of the five-year Soil and water Resource Conservation Plans in up to 28 Soil and Water Conservation Districts each year. Additionally, employee will evaluate the annual implementation of updated plans to ensure effectiveness as well as recommending changes which would increase effectiveness. These activities are in partnership with the USDA Natural Resources Conservation Service and the Iowa Department of Agriculture & Land Stewardship's Division of Soil Conservation and Water Quality. Other partners/funding sources may be recruited to support common goals.

Duties will be performed during normal weekday business hours. Some evening and weekend work is required. The employee will serve "at will".

Duties Performed:

- Travel to Iowa's Soil and Water Conservation Districts, overnight travel rare, a vehicle is not provided so use of personal vehicle with mileage reimbursed is required
- Keep a good record of meetings with partners and the public
- Understand the needs of the Districts; listen to and survey the Districts to gain this understanding
- Stay up to date on all correspondence, briefing notes, and reports
- Engage with community members at the local and state levels
- Assist Districts in conducting effective public meetings to gather input for Soil and Water Resource Conservation Plans
- Support Conservation Planning
- Understand the benefits of Soil Health to Soil Conservation and Water Quality
- Display at events on behalf of CDI
- Report to CDI Board
- Other office and event coordination duties as needed
- Understand CDI and partner missions
- Find content for and contribute to CDI press releases and publications
- Contribute to CDI website and social media presence
- Attend and seek out training opportunities
- Complete activities with accuracy and professionalism
- Understand CDI's, IDALS's, and NRCS's mission
- Report regularly to CDI, IDALS, NRCS and other partners
- Publicize accomplishments to CDI, IDALS, NRCS, partners and the general public

Minimum Requirements;

- Graduation from an accredited college or university with a bachelor's degree in Public Service in Agriculture or Environmental Studies with a strength in communication. Additional areas of study which would qualify would event or project management with an emphasis on communication and/or public service.

- Understanding of state, federal and local environmental laws, rules and regulations and their application, including but not limited to Code of Iowa Title V Agriculture, Subtitle 1 (Agriculture and Conservation of Agricultural Resources) and Title XI Natural Resources, Subtitle 2 (Lands and Waters); and the USDA Natural Resources Conservation Service and the Iowa Stormwater Management Manual Standards and Specifications.
- Ability to interpret and apply policy, cooperate with supervisors and align behavior with the goals of the Districts
- Ability to simultaneously manage multiple projects and activities during project coordination and administration.
- Skills in effectively exchanging ideas and information with individuals or groups by listening and responding appropriately, both orally and in writing, displaying ability in mediation, negotiation and consensus building.
- Ability to establish and maintain effective working relations with agency staff, government officials, private sector business representatives and the general public.
- Ability to plan work, think conceptually, observe and evaluate trends, analyze data, draw logical conclusions
- Skills in operating a computer to enter, retrieve, review or modify data in computer database.
- Valid license to drive in the state of Iowa
- Awareness of basic water quality and flood risk issues in rural and urban areas
- Ability to prepare documents in a manner suitable for publication in print or web format
- Creative writing skills necessary to gain publication of articles relating to work performed

Work Environment:

- Predominantly indoor
- Travel within project area which may include up to 28 Iowa counties and elsewhere within the state of Iowa as needed
- Ability to hear (aid permitted) in order to accurately record public input
- Ability to use portable laptop computer

Salary and position details;

The planning coordinator will be employed by the Conservation Districts of Iowa (CDI). The position pays \$45,000 annually and offers fully paid health, dental, and vision coverage. Retirement match up to 3% in a simple IRA plan.