

Conservation Districts of Iowa

Conservation Planning Coordinator

Overview & Job Duties

This position will cover an area approximately half of the state of Iowa.

This position facilitates meetings with local Soil & Water Conservation Districts, soil and water conservation professionals, local conservation working groups established by the NRCS, and other community leaders to assess their soil and water conservation priorities and the barriers to implementing these priorities. Works to enhance each Soil and Water Conservation District's capacity to address conservation of soil and water resources by assisting Districts in updating and implementing their five-year **Soil and Water Resource Conservation Plan**. Assists in planning and conducting public meetings of the district's Local Working Group to gather public input into soil conservation and water quality concerns. Keeps a written record of input for commissioners for their use in setting planning priorities and to report to the State Technical Committee. Requires a mixture of remote work as well as travel to in-person meetings, and some in-office work required. This is a full-time, 40-hour per week position.

These positions are funded through an agreement between the Conservation Districts of Iowa and the Natural Resources Conservation Service. Funding is secured through September of 2029 with the opportunity for extension.

Duties:

- Meeting facilitation – Coordinator will facilitate and lead in-person meetings throughout the state. Approximately four or more in-person meetings per month with associated travel. Some evening meetings required. Must have reliable vehicle and valid driver's license. Travel costs reimbursed.
- Works with CDI Program Coordinator to fulfill all program requirements and deliverables.
- Must be at duty station and prepared to respond to requests in a timely manner to any communications Monday-Friday 8:00 AM to 5:00 PM.
- Participates in a weekly virtual staff meeting scheduled by CDI Executive Director or Program Coordinator. Will provide a report to the Executive Director monthly on program deliverables progress.
- CDI Annual Conference – Assists the Executive Director with various duties at the CDI Annual Conference. Annual Conference tasks assigned by the CDI Executive Director.
- Envirothon - Will assist with the annual Envirothon state competition as assigned by the Executive Director
- Will provide training to other CDI staff, as assigned by the Executive Director.
- Other duties as assigned by the CDI Executive Director.

Required Knowledge Skills and Abilities:

- 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 be event or project management with an emphasis on communication or public service.
- Ability to communicate clearly and effectively with the Executive Director, CDI partners and CDI program employees.
- Familiarity with/interest in agriculture and soil & water conservation.
- Ability to work independently with little supervision and with diverse clientele.
- Ability to maintain and manage a rapidly changing schedule with fast-paced completion of work.
- Excellent verbal and written communication.
- Proficiency with computer software programs such as Microsoft Office, Adobe Creative Suite, Wordpress
- Strong organizational skills.
- Ability to conduct on-site outreach and engage with diverse audiences.

Benefits to the Applicant:

- **Professional Development:** Gain valuable experience and skills in conservation program delivery while working alongside experienced professionals in the field.
- **Impactful Work:** Contribute to meaningful conservation efforts that benefit local ecosystems and wildlife, and make a tangible difference in environmental protection.
- **Networking Opportunities:** Build strong professional relationships with landowners and conservation organizations, expanding your network within the industry.
- **Career Growth:** Develop valuable skills and expertise through hands-on experience and professional development opportunities.
- **Compensation and Benefits:**
 - **Hourly Rate:** Starting annual salary range: \$40,000 - \$50,000
 - **Health Benefits:** Comprehensive health insurance coverage
 - **Retirement Package:** Retirement savings plan
 - **Paid Time Off:** Paid holidays and paid leave

Opportunities for Raises: Potential for salary increases based on performance

Please note that CDI reserves the right to amend or terminate any benefit plans. Participation in these benefits does not constitute a contract or guarantee of future employment.

Please send cover letter and resume with references to dien@cdiowa.org

Conservation Districts of Iowa is an equal opportunity employer.