



Job Vacancy Announcement

Position Title: Southfork Watershed Project Coordinator, Hardin County
(A full-time, at-will, grant-funded position through December 31, 2028)

Location: Iowa Falls, Iowa

Contact: Hardin County Soil and Water Conservation District
840 Brooks Road
Iowa Falls, IA 50126
Phone: 641-648-3463 Ext 3
Email: sarah.day@ia.nacdnet.net

Hours: Full-time, 40 hours/week (No Overtime) M-F 8:00am-4:30pm

Open 04/21/26-05/26/26.

Method of Application: Submit a resume and cover letter to the Hardin County SWCD at sarah.day@ia.nacdnet.net.

Summary: The chosen candidate will lead targeted efforts to advance Iowa's Nutrient Reduction Strategy within the Southfork Watershed by combining technical field work, project management, and proactive landowner engagement. This position will identify and assess potential sites through field surveys, work directly with landowners to "sell" and promote conservation practices, and guide projects from initial interest through design, batching, and implementation. The Coordinator will strengthen and expand watershed partnerships, manage timelines and deliverables for multiple simultaneous projects, and support marketing and outreach efforts through public events, publications, and direct communication with producers. This role plays a key part in accelerating the adoption of edge-of-field practices and ensuring successful long-term stewardship across the watershed.

Job Responsibilities:

- Lead planning and coordination of edge-of-field conservation projects within the Southfork Watershed, including Saturated Buffers, Denitrifying Bioreactors, and Oxbow Wetland restorations.
- Conduct field surveys and gather site information needed to assess feasibility, design requirements, and suitability for practice installation.
- Work directly with farmers and landowners to evaluate resource concerns, discuss potential solutions, and guide interested participants through the project pipeline.

- Identify available funding opportunities and assist landowners in navigating application processes and program requirements.
- Manage project timelines and documentation to ensure efficient readiness for batch construction cycles.
- Maintain accurate records, GIS data, maps, reports, and other technical materials needed to support planning and implementation.
- Prepare and share technical or educational information in collaboration with partners as needed to support overall watershed goals.
- Coordinate with contractors, engineers, and agency partners during planning and pre-construction phases to ensure project readiness.
- Support general watershed program operations as assigned by the SWCD, including attending meetings, providing updates, and participating in training relevant to conservation practice implementation.

Successful Candidate:

- A solid understanding of agricultural and environmental science principles, especially those related to nutrient management, water quality, and soil conservation.
- Familiarity with conservation practice standards and a willingness to learn technical design elements relevant to edge of field practices.
- Experience using GIS, GPS, and basic land survey equipment to collect and interpret field data.
- Strong interpersonal and communication skills, including the ability to build trust with farmers and landowners, explain technical concepts clearly, and maintain productive relationships with partners.
- Competence in organizing information, maintaining records, and preparing reports, maps, or educational materials.
- Initiative and self motivation to work independently while remaining accountable to the SWCD, project partners, and landowners.
- An understanding of relevant state, federal, and local environmental regulations or a willingness to gain this knowledge.
- Display high standards of ethical conduct and commitment to quality service.
- Market, organize, and conduct public outreach programs to inform watershed landowners and producers of available funding to address their resource concerns.
- The ability to represent the watershed project professionally through public engagement, meetings, and collaborative work.
- A valid driver's license and willingness to travel within the watershed area. Experience driving a truck and trailer preferred.
- The ability to successfully complete a federal background investigation and fingerprint check.

Required Education: A degree from an accredited college or university with major coursework in an agricultural or environmental science field is preferred. However, equivalent experience will be considered. Coursework in marketing, public relations, and agricultural or environmental science would be beneficial.

Wage: Starting wage is \$28.90 per hour.

Term of Employment: This is an “at will” position. At-will employment is a term used in US labor law for relationships in which an employee can be dismissed by an employer for any reason – that is, without having to establish “just cause” for termination – and without warning.

Benefits: IPERS retirement contributions, paid state holidays, and compensated time off are provided. No health insurance provided. 24 hours of credit leave attainable for attending meetings and field days after normal business hours. No overtime pay.

Working Conditions: Job will require walking through rough terrain and/or inclement weather conditions along with carrying moderate to heavy equipment. Some evening work may be required.