

Vacancy Announcement

Watershed Coordinator

WATERSHED COORDINATOR, The Burke Soil Conservation District has an immediate opening for full time position. This person will manage the Northgate/Short Creek Watershed Project. Successful applicants should have a four-year degree in a natural resource related field or equivalent job experience, skills in public speaking and grant writing, a valid ND drivers license, and a flexible schedule to attend night or weekend meetings. To be considered for employment, please forward your resume and 3 references to:

Burke Soil Conservation District
PO Box 336
Bowbells, ND 58721

Applications will be taken until August 14th, 2009

Job Description for Watershed Coordinator

DUTIES

Manage and administer water quality and/or nonpoint source pollution grants and other related projects in Burke County. Work directly with landowners to initiate and implement water quality and erosion control Conservation Practices, collaborate with towns, government agencies and other nonprofit groups (i.e., lake associations), conduct educational workshops, prepare reports for funding agencies, and provide updates to the Board of Supervisors.

The Watershed Coordinator will work as a community liaison promoting water quality and District projects. He/she will participate in District activities as assigned by the Board of Supervisors. This position requires fieldwork that may involve physical exertion such as walking rough terrain, climbing steep banks, and lifting and using tools and lifting plant materials. This person will be initiating and coordinating watershed assessments, organizing/working with lake associations or similar groups, and coordinating the installation of Conservation Practices.

The position is 100 percent dependent on grants, and is contingent on continued funding. Successful applicants should have demonstrable experience, skills in public speaking, a technical background, and be willing to identify new funding sources and write grant applications for new projects. The Watershed Coordinator works independently of daily supervision. He/she receives direction from the Board of Supervisors, and works in cooperation with the District Office Coordinator and the NRCS District Conservationist. Pay will range from \$30,000 to \$37,000 including benefits, depending upon experience and qualifications.

QUALIFICATIONS

1. Four-year degree in a natural resource related field or equivalent job experience.
2. Excellent communication skills including public speaking and grant writing.
3. Valid North Dakota Drivers License and reliable vehicle (mileage will be reimbursed).
4. Flexible schedule, must be willing to attend night meetings and work on weekends when needed.

KEY ELEMENTS

Project Management – Manage all aspects of assigned District grant projects. Work will vary according to scope of the project. Responsibilities include:

1. Direct staff and volunteers working on projects
2. Plan and coordinate with the District Conservationist the construction and installation of Conservation Practice sites
3. Organize and work with lake associations or similar groups
4. Manage project budgets/workload allocations
5. Prepare documentation, report and track project progress for grantors and the Board of Supervisors
6. Follow guidelines and policies addressed in letters of agreement
7. Communicate and coordinate with project grantors and partners
8. Initiate and coordinate watershed assessments
9. Troubleshoot potential problems on projects as they arise
10. Gather information on new and existing technologies, projects and programs at workshops and conferences
11. Undertake and assist with any watershed and/or District work necessary to accomplish tasks

Other responsibilities of the Watershed Coordinator include:

1. Working in cooperation with the District Manager and District Conservationist to provide administrative assistance for miscellaneous daily tasks (i.e., phone calls, public assistance, organize workspace)
2. Attend meetings and provide input and guidance, when possible, to the Burke Soil Conservation District Staff, Board of Supervisors, and the District Conservationist
3. Attend Monthly District meetings
4. Participate in training and continuing education for conservation topics/issues when possible