

# Watershed Program Coordinator

## JOB VACANCY ANNOUNCEMENT

\$18 per hour/25-40 hours per week

The Gratiot Conservation District is accepting applications for a Watershed Program Coordinator position to work on a sedimentation prevention project in the Upper Bad River Watershed within Gratiot County.

This position will be a temporary employee of, and supervised by, the Gratiot Conservation District with funding provided by a grant from the Great Lakes Commission. Partners include the Nature Conservancy and the Natural Resources Conservation Services (NRCS).

### Duties

- Work with landowners to plan conservation projects, identify resource concerns, and identify Best Management Practices (BMPs) that could be implemented under this program, and explain the benefits of each.
- Work with landowners to verify proper implementation of BMPs.
- Work with online GIS modeling programs.
- Work with land parcel data, digital and hard-copy maps and mapping products.
- Prepare monthly and quarterly progress reports, and present them at monthly meetings of the Gratiot Conservation District Board of Directors.
- Develop promotional materials, host promotional meetings to establish landowner interest, stakeholder meetings, core team meetings, kick-off events, media presentations, presentations at conferences, etc.
- Develop newsletters, host field days, write newspaper articles and other public announcements, media outreach, and other forms of promotion.
- Work with local media, elected officials, farmers, agricultural producers, co-operatives, community organizations, District staff, etc.

### Required Knowledge, Skills, and Abilities

- Ability to communicate clearly and effectively with landowners and partner agencies.
- Ability to work independently with diverse clientele.
- Must have working knowledge of Best Management Practices (BMPs), soil types, soil erosion, environmental concerns, stream pollutants, fish & wildlife health, etc.
- Must have working knowledge of Geographic Information Systems (GIS).
- Must have time management skills, ability to work under deadlines and multi-task as well as work both in an office setting and in the field. Must be a self-starter, motivated, have a positive attitude, and work well with others.
- Should have public speaking experience, sales experience, community organization, and event planning experience.
- Valid driver's license required; use of reliable personal vehicle required (mileage reimbursement provided).
- Able to obtain USDA Federal Security Clearance.

### Training and Experience Guideline

A bachelor's degree in one or more of the following: environmental sciences/studies, natural resources management, agricultural sciences, biology, earth sciences, or related field. A combination of education, training and experience that enable the applicant to possess the required knowledge, skills, and abilities will be considered.

### To Apply

Submit cover letter, resume, and references to the Julie Spencer, Gratiot Conservation District Administrator at [julie.spencer@macd.org](mailto:julie.spencer@macd.org) no later than April 13, 2016.