

## SALARY

- Starting at \$25.00 - \$28.30 per hour, depending on qualifications and experience.

## BENEFITS

- Retirement benefits after one year of service.
- Medical and Dental Insurance
- Annual leave, Sick Leave, and 11 Paid Holidays

## HOURS

- 40 hours a week
- Flexible scheduling

## LOCATION

- Office located in Waterville, Washington.
- Travel within Douglas County is frequent with some out of county travel.
- Partial remote work.

## TO APPLY

- Submit cover letter and resume with at least three (3) references to Becca Hebron at the following email: [rhebron@fostercreekcd.org](mailto:rhebron@fostercreekcd.org)
- Open until filled. Application will be reviewed after August 16, 2024.
- Foster Creek is an Equal opportunity Employer.



# VSP Coordinator

## Foster Creek Conservation District

## About the Role

Foster Creek Conservation District is seeking a Voluntary Stewardship Program (VSP) Coordinator to support all aspects of Douglas County's VSP Plan. This plan, approved in 2018, serves to protect critical ecological areas in Douglas County while reducing the regulatory burden on agricultural producers. Farmers in all of Douglas County currently enjoy relaxed land-use restrictions due to the county's participation in VSP.

It is the job of the VSP Coordinator to ensure the continued success of the program by tracking conservation practice implementation data, outreach efforts, and indicators of ecological function using an existing work plan and monitoring plan. The coordinator will also facilitate quarterly VSP Work Group meetings and speak frequently at third-party organizations, community, and local meetings. You must be comfortable working alongside landowners, government agency representatives, non-profit partners. The coordinator will also provide technical assistance, perform restoration site maintenance, and assist with ecological monitoring activities as needed.

It is anticipated that the position will be approximately 70% office based and 30% field work. Conducting outreach, project related meetings and additional training may require time and travel outside of normal business hours.

We seek a self-motivated, excited person to bring their own ideas to the table. This is an exciting and flexible position, but it requires someone who can stay organized across multiple projects and work with limited supervision.

## Service Area

Douglas County is where the unique Washington Shrub Steppe meets the Columbia River, the Cascade mountains, and is all connect by rolling wheat fields and other agricultural production. This geologically rich environment has a unique history of formation creating much of the beauty and grandeur that also lends to an area rich with ecological features and natural resources. Nestled in the middle of the state the area is close to any recreational adventure you seek. The small, hometown vibes with endless exploration makes Douglas County a unique adventure with a rural flare.



# VSP Coordinator

Foster Creek Conservation District



## Minimum Qualifications

A qualified candidate must have:

- Bachelor's degree, or higher, in natural resource management, environmental or agricultural sciences, or related fields.
- At least three years of related professional level experience.
- Very strong organizational skills, the ability to stay focused, and meet program benchmarks with little supervision.
- Demonstrated ability in coordinating, conducting, and facilitating public meetings.
- Experience working directly with rural landowners, including assessing, planning, monitoring and reporting on implementation of BMPs
- High level of literacy in MS Office applications.
- Experience developing, writing, and administering applications and projects funded by grants.
- Must be able to work in remote and rugged locations under a variety of weather conditions, traverse difficult upland and instream terrain, and carry field equipment necessary to complete required job tasks.
- Adaptable and willing to take on other job assignments.
- Willingness to receive additional training to enhance knowledge and skills.
- Must have, or be able to obtain, and maintain a valid Washington State driver's license.

## Desired Attributes

A well-qualified candidate will have some or all the following qualifications:

- Knowledge of Eastern Washington flora, fauna, ecology, and pacific northwest agricultural practices
- Experience working with various GIS programs
- Knowledge of NRCS conservation practices and programs
- Work experience within a conservation district Knowledge/experience working within grant deliverables and budgets.
- Familiarity working with government funded grant programs and working within a budget
- Ability to plan and facilitate meetings that adhere to the open public meeting act guidelines

## TYPICAL WORK

You will continue collection and organization of conservation practice data from multiple providers in the county, write reports detailing the programs progress for the VSP Work Group and State Conservation Commission, and review and adapt the VSP Work Plan & Monitoring Plan. These two plans define the metrics by which the program's success is measured. Regular review and adaption of these plans is required for continued success.

The Coordinator will also plan & facilitate regular VSP Work Group meetings, create engaging social media posts explaining program opportunities, plan and facilitate outreach events, attend local meetings to encourage participation in VSP and listen to producer needs and concerns. You will also need to work one-on-one with producers to provide technical assistance and build cost share applications. Occasionally you will be needed to assist with restoration site maintenance and education events.

## ABOUT US

Serving the community now and into the future through quality technical assistance for natural resource stewardship through:

- Encouraging good land stewardship through education, incentives, and quality technical assistance.
- Enhancing regenerative, profitable agriculture and protecting individual private property rights.
- Leading strong coalitions through partnerships and community engagement as a valid partner to agriculture and conservation.

We are a small team dedicated to do enhancing and protecting the natural resources of Douglas County. Foster Creek is a non-regulatory political subdivision of Washington State and is governed by a 5-member volunteer Board of Supervisors.

# Foster Creek Conservation District

Job Description for

## Voluntary Stewardship Coordinator

### *Nature and Purpose of Position:*

The purpose of this position is to provide assistance in the coordination and implementation of various Foster Creek Conservation District programs. These programs involve natural resource related activities.

This position will be under the direction and guidance of the District Manager and will carry out the directives of the Foster Creek Conservation District Board of Supervisors.

### *Major Responsibilities:*

- Provide objective leadership, program guidance and coordination to help resolve natural resource management issues in the Voluntary Stewardship Program.
- Oversee and update The Voluntary Stewardship Program Work Plan, Monitoring Plan, and other various reporting required by the position.
- Represent and promote *the District's mission and policies* in all work-related public activities, meetings, hearings and encounters with the press.
- Serve in a technical support role for projects relating to and promoting Voluntary Stewardship Program goals.

### *Typical Duties:*

- Collection and organization of conservation practice data from multiple providers in the county
- Write reports detailing the programs progress for review by the VSP Work Group and State Conservation Commission
- Review and adapt the VSP Work Plan and monitoring plan. These two plans define the metrics by which the program's success is measured. Regular review and adaptation of these plans is required for continued success.
- Plan and facilitate regular VSP Work Group meetings
- Create engaging social media posts explaining program opportunities
- Attend local meetings to encourage participation in VSP and listen to producer needs and concerns
- Work one-on-one with producers to provide technical assistance, build cost share applications, and oversee implementation of cost share projects
- Assist with restoration site maintenance and outreach events as needed

### *Minimum Qualifications:*

- Bachelor's degree, or higher, in natural resource management, environmental or agricultural sciences, or related fields.
- At least three years of related professional level experience.
- Very strong organizational skills, the ability to stay focused, and meet program benchmarks with little supervision.
- Demonstrated ability in coordinating, conducting, and facilitating public meetings.
- Experience working directly with rural landowners, including assessing, planning, monitoring and reporting on implementation of BMPs

- High level of literacy in MS Office applications.
- Experience developing, writing, and administering applications and projects funded by grants.
- Must be able to work in remote and rugged locations under a variety of weather conditions, traverse difficult upland and instream terrain, and carry field equipment necessary to complete required job tasks.
- Adaptable and willing to take on other job assignments.
- Willingness to receive additional training to enhance knowledge and skills.
- Must have, or be able to obtain, and maintain a valid Washington State driver's license.

### *Salary and schedule:*

This position is a full-time, non-exempt position with compensation starting at \$22 per hour to \$25 per hour based on experience and/or qualifications. Benefits include access to state insurance with company paid contributions, accrued paid sick leave, annual leave, 11 paid public holidays, 1 floating holiday, full coverage for L&I employee tax, and retirement contributions of 5% gross monthly wages after one year of service. Terms of compensation and benefits are set by position appointment letter and may be amended at any time by the Board of Supervisors. Position may require some work on Saturdays or after regularly scheduled work hours.

### *To Apply:*

- Submit cover letter and resume with at least three (3) references to Becca Hebron via email at: [rhebron@fostercreekcd.org](mailto:rhebron@fostercreekcd.org)
- This position is open until filled. The first review of applicants will be August 16, 2024. Position will remain open until filled.
- Foster Creek CD is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.