

## **FOSTER CREEK CONSERVATION DISTRICT**

### **Job description**

**for**

### **VSP Coordinator**

Foster Creek Conservation District (FCCD) is a local, non-regulatory Special District in operation since 1942. FCCD's office is located in Waterville, on the Douglas Plateau in north central Washington. We serve the needs of northern Douglas County farmers and ranchers to improve water quality, soil health and wildlife habitat. The District offers a variety of programs and technical assistance to help local landowners meet their conservation goals.

#### **The position:**

The District is looking for a Voluntary Stewardship Program (VSP) Coordinator to support all aspects of Douglas County's VSP Plan, approved in April 2018. The position is primarily responsible for working directly with landowners and local agencies to oversee the successful implementation of the VSP work plan throughout Douglas County. The position will also assist the FCCD team with grant writing, county-wide Conservation Planning, and may be asked to assist with other duties or assignments as needed.

The 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. It is anticipated that the position will comprise approximately 80% office based and 20% field work. Conducting outreach, project related meetings and additional trainings may require time and travel outside of normal business hours. Ongoing training will be provided and will continue as needed throughout the period of employment.

#### **Major responsibilities include, but not limited to:**

- Administering and implementing the Douglas County's Voluntary Stewardship Program (VSP), including facilitation of quarterly work group meetings.
- Monitoring and guiding the program to ensure successful progress.
- Managing the program work plan and budget, and maintaining accurate records of all program elements.
- Collecting and analyzing program data, and transferring all relevant information into regular formal reports.
- Working closely with others in both a public office and field environment, establishing and maintaining effective communication, and conducting program related outreach and adult educational activities.
- Providing technical/field assistance as needed for project implementation and monitoring efforts.
- Attending meetings on behalf of the District.
- Other duties as assigned.

**Minimum Qualifications:**

- Bachelor's degree, or higher, in natural resource management, environmental or agricultural sciences, water quality, wildlife management, or related fields.
- A minimum of three years of professional level experience.

**Key knowledge skills and abilities required:**

- Must have demonstrated ability in coordinating, conducting and facilitating meetings.
- The capacity to work with diverse individuals and groups and the ability to establish and maintain effective communication among all project partners, including grant and resource agency staff and local, private and public landowners.
- The ability and desire to motivate individuals to adopt and implement resource management practices on their property.
- Experience working directly with rural landowners, including assessing, planning, monitoring and reporting on implementation of BMPs.
- Have, or gain, advanced knowledge of natural resource conditions, agricultural practices, and critical area resources in Douglas County.
- Knowledge of Eastern Washington flora, fauna and ecology.
- Very strong organizational and written/verbal communication skills, capable of maintaining accurate records, including time-keeping and authorized expenses.

**General:**

- High level of literacy in MS Office applications (Word, Excel are essential) and GIS software.
- Knowledge and experience using Global Positioning System (GPS) devices and hand-held tablet computers to collect point, line, and area information; downloading data for further analysis.
- Experience using ESRI online and Collector are beneficial.
- 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.
- Knowledge of and experience working with conservation districts is beneficial.

**Salary and schedule:**

This position is full time, non-exempt position with compensation starting at \$43,680 (\$21/hr) - \$47,840 (\$23/hr), based on experience and/or qualifications. Benefits include a significant health insurance subsidy, accrued paid sick leave, annual leave, 12 paid holidays. Eligible for retirement contributions 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:**

Access the job announcement at: [www.fostercreekcd.org](http://www.fostercreekcd.org) and submit a maximum of six pages, including a cover letter describing the experience and skills you bring to this position, a current resume, three references and your contact information to the Foster Creek Conservation District.

Position is open until filled. Please submit application either electronically to: [award@fostercreekcd.org](mailto:award@fostercreekcd.org) or, in writing to: Foster Creek Conservation District, PO Box 398, Waterville, WA 98858.

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