



# Foster Creek Conservation District

## Position Description

### Voluntary Stewardship Coordinator

*Foster Creek Conservation District (FCCD) is a dynamic organization comprised of a volunteer supervisory board and a small team of staff striving to be leaders in on-the-ground conservation. FCCD's office is in the town of Waterville in Douglas County in north central Washington, on the Columbia Plateau. We manage and implement a variety of programs that serve the needs of area residents and agricultural producers including dryland farmers, ranchers, and orchardists.*

#### **Position Description**

The District is looking for a Voluntary Stewardship Program (VSP) Coordinator to support all aspects of Douglas County's VSP Plan to ensure agricultural viability and curb the growth management act, approved in April 2018. The position will provide:

- Day-to-day coordination and oversight to ensure successful implementation of the VSP work plan throughout Douglas County.
- Conduct and facilitate VSP work group committee meetings.
- Work directly with diverse individuals and groups from local producers to government agencies to establish and maintain effective communication among all project partners.
- Provide technical/field assistance as needed for project implementation and monitoring efforts.

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 be approximately 75% office based and 25% field work. Conducting outreach, project related meetings and additional training 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.

Because of our small size, staff may also be asked to work on projects that differ from the initial job description. Adaptability, flexibility, and teamwork are essential to this position. We seek an individual who has an appetite for new challenges and is interested in learning new things to help deliver quality conservation programs within our region.

#### **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, or related fields.
- A minimum of three years of professional level experience.

**Key Skills and Abilities:**

- Must have demonstrated ability in coordinating, conducting, and facilitating public 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.
- Advanced knowledge of natural resource management, agricultural practices, and critical area conservation.
- 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 is 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 a full-time, non-exempt position with compensation starting at \$45,760 (\$22/hr) - \$54,080 (\$26/hr), based on experience and/or qualifications. Benefits include a significant health insurance subsidy, accrued paid sick leave, annual leave, paid public holidays and 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:**

Submit cover letter and resume with at least three (3) references to Foster Creek CD via email at: [info@fostercreekcd.org](mailto:info@fostercreekcd.org)

This position is open until filled. The first review of applicants will be February 22nd, 2022. 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.