

LOST RIVER WATERSHED COORDINATOR POSITION DESCRIPTION

Reports To: Orange County Soil and Water Conservation District Board of Supervisors

Classification: Full Time Contracted Position

Salary: \$33,600 per Year

Pay Basis: Twice per Month

Benefits: None

Location: Lost River Watershed, Orange County, Indiana

POSITION SUMMARY

The Lost River Watershed Coordinator is responsible for the overall management of the Lost River Watershed Partnership, a group of diverse community members dedicated to enhancing, protecting and rehabilitating the watershed through education, participation, promotion and implementation of on-the-ground practices designed to improve the quality of water, land and life in the Watershed.

Cost share funds are available to implement best management practices on agricultural and forested land in critical areas of the Lost River Watershed. The Watershed Coordinator will be responsible for promoting the cost share program, educating the general public on conservation practices and water quality issues, monitoring the quality of the water in the Lost River and its many tributaries through Hoosier Riverwatch and implementing the Watershed Management Plan written under a previous grant. Attendance at SWCD Board Meetings will be required.

This is a fulltime position for three years and is funded by a 319 Grant through the Indiana Department of Environmental Management. Funding for this position will expire near the end of 2016. Additional funding for this grant beyond three years is undetermined at this time. The incumbent will be hired by the Orange County Soil and Water Conservation District (SWCD) as an independent contractor and will be paid by check twice per month. A 1099 will be issued at the end of each year. Reimbursement for mileage and cell phone usage will be provided.

QUALIFICATIONS AND SKILLS

- Prefer a Bachelor's degree in a relevant field, such as agronomy, agriculture, natural resources management, geology, hydrology or environmental science. Other degrees and/or applicable experience will also be considered.
- Experience working with the agricultural community preferred.
- Current driver license, dependable transportation and current liability insurance.
- Strong interpersonal skills, including the ability to develop productive relationships.
- Organized and self-directed.
- Effective written and oral communication skills.
- Project coordination and organizational skills.
- Knowledge and skill with Microsoft Office and other business software.
- Experience with ArcGIS a major plus.
- Experience with grant management helpful.

DUTIES AND RESPONSIBILITIES

- Oversee the development, implementation and evaluation of programs and services that support the mission, including implementation of the Lost River Watershed Management Plan.
- Serve as primary liaison with SWCD Board, partnering agencies, watershed protection groups, landowners, stakeholders and other interests throughout the watershed.
- Help promote and implement conservation practices to support the watershed goals.
- Implement conservation education programs, including newsletter articles, public relations and distribution of press releases, presentations, special events, field days and workshops.
- Willing to enter streams and rivers to collect water quality data through the Hoosier Riverwatch program as required. Able to traverse rough terrain in variable weather conditions and carry 40 pounds.
- Interact with other groups and governmental agencies as appropriate for the benefit of the Lost River Watershed.
- Promote and publicize Lost River Watershed activities and projects to further the mission of the Lost River Watershed Partnership.
- Work with the SWCD District Coordinator to prepare agendas and supporting documents for Implementation Board meetings.
- Manage the project so that it supports the efficient delivery of programs and services and accomplishment of major goals identified in the Watershed Management Plan.
- Comply with all local, state and federal legal requirements and maintain records and files in compliance with the applicable provisions, regulations and/or statutes.
- Maintain confidentiality while working with confidential matters on a daily basis.
- Perform other job-related duties as assigned by the SWCD Board.

COMMENTS TO APPLICANTS

This position is located in the USDA Service Center in Paoli, Indiana. Employment is contingent upon the verification of credentials and/or other information required, including the completion of a criminal history check and USDA security clearance.

TO APPLY FOR THIS POSITION

Send a cover letter and resume via e-mail to: orangeswcd@gmail.com. Paper copies of the above documents may also be mailed to: Orange County SWCD, Attention: Michael Wilhite, 573 SE Main St., Paoli, IN 47454.

If you have additional questions, please contact Orange County SWCD District Coordinator Michael Wilhite by email at orangeswcd@gmail.com or by phone at 812-723-3311, extension 3. Resumes will be accepted until this position is filled.