

Program Coordinator

Montgomery County, Indiana

POSITION: Program Coordinator

DIVISION: Soil & Water Conservation District

STATUS: Full-time

POSITION SUMMARY:

Incumbent will serve as the Program Coordinator for Montgomery County Soil & Water Conservation District (SWCD) and will work closely with the Conservation Director and the SWCD's partners to develop and manage projects and programs that enable the SWCD to meet the goals in the SWCD's business plan. Conservation on the ground is the mission of our District. The incumbent will perform a broad spectrum of duties and responsibilities to successfully fill this challenging and rewarding role.

PRIMARY DUTIES:

1. Assist NRCS with program administration to get conservation on the ground.
2. Work with the Conservation Director to meet the requirements in the District's LARE grant program, 319 watershed projects and other grants as they become available.
3. Facilitate the development of a Cooperative Invasive Species Management Area (CISMA) and serve as the coordinator.

SECONDARY DUTIES:

1. Work with NRCS to develop a Women for the Land chapter and coordinate events
2. Work with the Conservation Director to develop an annual calendar of adult education events.
3. Prepare monthly reports for district board meetings. Provide materials for district's annual report.
4. Coordinate and promote the annual 4th grade field day in Montgomery County.
5. Coordinate with Purdue Extension to represent conservation through displays showcased at the county fair, Ag Day, and other ag related events.
6. Promote conservation through website and social media outlets with an emphasis on natural resources, invasive species, water quality, and soil health.
7. Work with school teachers and administrators to develop Envirothon teams.
8. Serve no less than 2 days at the Indiana State Fair's Pathway to Water Quality.
9. Promote Montgomery County SWCD's scholarship to local high schools. Develop and implement Urban Conservation initiatives.
10. Respond to telephone calls and walk in requests for assistance and/or directs the requests to the appropriate SWCD, NRCS, ISDA or other agency personnel
11. Performs other duties as requested by the District Supervisors and/or Conservation Director

JOB REQUIREMENTS

1. A Bachelor's degree in Natural Resources, Education, Agronomy, Ag Communications, or equivalent work experience is required.

2. Basic computer skills are required, and web design and social media aptitude is a bonus.
3. Must be familiar with conservation and natural resources.
4. Good organizational skills and the ability to prioritize a variable workload
5. Must be able and willing to comply with all employer policies and work rules, including but not limited to: anti-discrimination, attendance, safety, drug-free workplace, and personal conduct
6. This position will require occasional extended, evening, and/or weekend hours and overnight travel out of town.
7. A valid driver's license.
8. Must be able to pass a federal background check

PREFERRED

1. Ability to speak in front of groups.
2. Ability to communicate effectively and possess above-average writing skills.
3. Ability to prepare news releases, informational packets and displays, and plan and present educational programs and workshops.
4. Ability to work alone with minimum supervision and with others in a team environment

SUPERVISORY RELATIONSHIPS

1. The Program Coordinator will report directly to the Conservation Director.
2. Incumbent is considered an employee of the county and is entitled to the same benefits and considerations as other county employees.

EVALUATION OF PERFORMANCE

The successful applicant must be able to satisfactorily perform each primary duty. The requirements listed in this job description are representative of the knowledge, skill, and/or ability required. Semi-annual reviews will be conducted by the Conservation Director and provided to the Montgomery County SWCD Supervisors.

WORK EXPECTATIONS

The incumbent's work station will be organized and clean and the incumbent's appearance and demeanor will be professional and courteous. The incumbent will interact with others in a way that reflects positively on the District and its conservation mission.

PHYSICAL WORK REQUIREMENTS

Incumbent performs duties in a standard office environment and outdoors, involving sitting and walking at will, standing and walking for long periods, working extreme hot or cold temperatures, working near dust, and dirt, walking on uneven terrain, working in wet and icy surroundings, bending at waist, depth and color perception, far vision, handling and grasping objects, reaching, lifting, crouching and kneeling, hearing sounds and communication, and carrying objects,. Incumbent will also drive pickup truck and may be required to pull an enclosed trailer. Incumbent will also operate an all-terrain vehicle (ATV).