



Conservation Specialist

Job Type: Full-Time

Date Posted May 2, 2018

Duration: Indefinite

Job Description:

Summary:

The Winooski Natural Resources Conservation District (WNRCD) seeks to fill a Conservation Specialist position in northwest Vermont. The Conservation Specialist is predominantly responsible for managing the Stormwater Education and Outreach program under the Rethink Runoff Stream Team Initiative, the Agricultural Outreach and Education Initiative, the Nutrient Management Regional Conservation Partnership Program (RCPP) Initiative and the Trees for Streams Initiative.

Geographic Region:

The Winooski Natural Resources Conservation District includes all of Chittenden County, all of Washington County and the towns of Orange, Williamstown and Washington in Orange County. The Conservation Specialist will serve the entire District, and be based out of the Williston USDA/NRCS field office with a telecommuting option available. Travel to the Berlin USDA/NRCS field office will be required for monthly board meetings and staff meetings in addition to travel across the District for events and site visits.

Duties and Responsibilities:

The Conservation Specialist will work to coordinate and implement effective conservation and restoration programs and projects in the Winooski District with partner agencies, towns, not-for-profit groups, and individuals. This will include coordination of the (Rethink Runoff) Chittenden County Stream Team, Edge of field water quality monitoring, and facilitation of grant funded projects from the Agency of Agriculture, Food and Markets, including the Agriculture Outreach Initiative and the Tile Drain Study, in addition to our Vermont Association of Conservation Districts grant to develop Nutrient Management Plans through the RCPP initiative. Other duties include assistance of District wide programming, including the Trees for Streams initiative. Duties will include the development of new grant funded projects and programs based on local needs in coordination with the District Manager, statewide technical staff, Board of Supervisors, and partners; research, develop and assist with the administration of funding through grants, foundations and donations; provide outreach and technical support under the direction of the District Manager to the community by developing outreach materials; coordinating and hosting educational workshops; publicizing Districts activities and programs; and assisting with conservation practice installations and water quality monitoring efforts.

Skills:

Candidates must have a background in environmental sciences (degree and experience). Preference will be given to candidates that have a working knowledge of current state legislation affecting natural resources, including Required Agricultural Practices (RAP's), stormwater issues, TMDL's, and Forestry.

Candidates must have outstanding organizational and communication skills, and the ability to prioritize tasks and to work independently and collaboratively as part of a team. Preference will be given to those with experience in grant writing and administration, outreach and education and project implementation.



Core Duties Include:

The primary task is to provide technical and educational assistance to partners with an emphasis on reducing and eliminating pollution from stormwater runoff at the source. The Conservation Specialist assists and helps educate farmers on the RAP's and BMP's that they can implement, and completing habitat restoration projects.

Technical

- Coordinate and implement effective conservation programs and projects in the Winooski District with partner agencies, towns, not-profit groups, and other individuals. This will include coordination of the Chittenden County Stream Team, Agricultural Outreach and Habitat Restoration, amongst others.
- Develop new projects and programs based on local needs in coordination with the District Manager, statewide technical staff, Board of Supervisors, and partners.
- Provide outreach and technical support under the direction of the District Manager to the community by developing outreach materials, coordinating and hosting educational workshops, publicizing Districts activities and programs, and assisting with practice installations.
- Assist with established District conservation programs such as the annual tree sale and conservation farm and forest tours in partnership with the District Manager.
- Develop partnerships with other conservation organizations with similar missions that can provide support and assistance to the District and our mission.
- Planning, designing and on-the-ground implementation of conservation initiatives for individual landowners, schools, municipalities, and other groups identified.

Administrative

- The employee will work under the direct supervision of the District Manager, who is responsible to the District Board of Supervisors. The employee may receive program guidance and technical assistance from the NRCDC Conservationist Staff in Williston or Berlin.
- Prepare monthly progress reports for the District Board of Supervisors.
- Submitting bi-weekly timesheets and monthly expense reports to the District Manager and Bookkeeper.
- Assist with development and management of District fundraising activities and help build District capacity.
- Research, develop, and assist in the administration of funding (grants, foundation support, partner match, invoicing for services) for conservation projects.
- Assist the District Manager as needed with newsletter, annual meetings, website updates, intern and volunteer management, annual work plan, and other organizational tasks.
- Develop an understanding of the Winooski NRCDC's annual and long term priorities and explore new program possibilities in order to help the District meet the local natural resources needs.
- Collaborating with partner agencies, towns, non-profit groups, and other individuals.
- Assisting with a range of WNRCD communications efforts both online and in print.
- Writing grants for the long-term continuation of the position.

Supervision:

The Conservation Specialist will be an employee of the Winooski Natural Resources Conservation District. Direct supervision will be by the District Manager, who is responsible to the District's Board of Supervisors. Guidance and workload prioritization will be provided by the District Manager. In addition, guidance from other District Managers throughout Vermont or from the Vermont Association of Conservation Districts may be provided in relation to programs, current clean water legislation, and water quality issues affecting the entire state. Changes in duties and program direction must be approved by the District Manager and be in line with natural resource needs and concerns of the District residents and partners.



Qualifications:

BA or BS in natural resources or related field or 3 to 5 years of practical experience in combination with an AS or AAS degree in the above fields is required. Candidate must be able to receive a security clearance to work on the USDA NRCS computer system and have access to Personally Identifiable Information (PII).

Critical Skills Needed:

- Knowledge of Vermont natural resources issues related to the federal Clean Water Act;
- Knowledge of on-the-ground project installations and practices;
- Knowledge of and/or experience with mitigating water quality and non-point source pollution;
- Comfortable with field work;
- Data collection and analysis;
- Map development, interpretation and experience with, and knowledge of, GIS;
- Self-organizing and goal setting; detail-oriented in data collection and communication;
- Willingness to travel throughout the District and to work occasional evenings and weekends;
- Strong interpersonal, written and research skills, and
- Ability to work independently and as part of a team.

Important Skills:

- Knowledge of Conservation Districts and of local, state and federal conservation programs, and
- Ability to understand and interpret scientific data, and communicate effectively with the public.

Requirements and Details of the Position:

- Based out of the Williston NRCS Field Office, telecommuting is available with limitations;
- Travel involved throughout the District – mileage reimbursement available. Must have access to own transportation;
- Must be willing and able to telecommute till NRCS background check is completed.
- Be able to pass federal security clearance;
- Ability to use Windows, Google Drive, and Microsoft Office programs (including Publisher) and
- Start date: ASAP.

Compensation: State of Vermont Pay Grade 19 (currently \$18.49 per hour), WNRCD employment is “at will”.

Benefits: Annual leave and sick time, holidays, and a health insurance stipend.

How to Apply:

Application deadline is May 18, 2018 at 5pm.

Only digital applications will be accepted.

Send Cover Letter, Résumé, brief writing sample and 3 References to: corrina@winooskinrcd.org

Please put Conservation Specialist in the subject line.

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