



POSITION ANNOUNCEMENT
Watershed Planner & Outreach Coordinator
Pope Soil and Water Conservation District

POSITION TITLE: Watershed Planner & Outreach Coordinator

APPLICATION DEADLINE: March 21, 2025 4:00 p.m.

POSITION LOCATION: Glenwood, MN

EMPLOYMENT TERMS: Full-time

COMPENSATION:

Starting salary based on qualifications and experience \$24.00-\$30.00 per hour pay range. Compensation includes full benefits package health insurance stipend, vacation and sick leave, holidays, and retirement plan contribution (PERA-Public Employee Retirement Association)

POSITION PURPOSE:

This position is a 40 hour/week position. Coordination of the comprehensive local water/watershed management planning and implementation efforts and activities for the Chippewa River watershed including West Otter Tail SWCD, Otter Tail County, Grant SWCD, Grant County, Douglas SWCD, Douglas County, Pope SWCD, Pope County, Stevens SWCD, Stevens County, Swift SWCD, Swift County, Kandiyohi SWCD, Kandiyohi County, Chippewa SWCD, and Chippewa County.

Coordinates Chippewa River Watershed's watershed wide outreach and educational programming as identified in the Public Participation Plan.

Coordinates Pope Soil and Water Conservation District's adult education and outreach activities including workshops, field days, fair booth, website, social media, promotional materials, as a few examples.

Participates in watershed planning activities as Pope SWCD's representative or alternate for other watershed partnerships.

QUALIFICATIONS: **(Complete job description available at www.popeswcd.org)**

- Bachelor's degree in natural resources, soils, geology, agriculture, geography, planning, information systems, hydrology, public administration, environmental resource management, or related field or any acceptable equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities.

POPE SOIL & WATER



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- Knowledge of geology, geography, planning, wildlife ecology, wetland, and grassland management including the ability to utilize various habitat management tools in the development of the management plans.
- Knowledge of conservation and wildlife programs provided by federal (i.e. Farm Bill, US Fish and Wildlife Service), state and local entities. In addition, knowledge of how these programs are implemented in an agricultural landscape is desired.
- Experience with design and installation of conservation practices or similar work.
- Ability to read, analyze, interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the public. Ability to write articles for publication and to effectively present information to management, public groups and/or boards.
- Position requires working with landowners must have strong interpersonal communication skills and the ability to work with a wide variety of people.
- Ability to comprehend complex programs and rules and be able to explain them to others.
- Self motivated, able to work with a minimum of supervision.
- Computer experience with word processing and spreadsheets, GIS (ArcView) also helpful.
- Able to obtain USDA Federal Security Clearance
- Valid Minnesota driver's license
- Other duties as assigned.

APPLICATION PROCEDURE:

SUBMIT A COMPLETED APPLICATION, AND A ONE TO TWO PAGE RESUME AND THREE REFERENCES NO LATER THAN 4:00 P.M. FRIDAY, MARCH 21, 2025.

HOLLY KOVARIK, DISTRICT MANAGER

POPE SWCD

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CHECK OUT OUR NEW WEBSITE: www.popeswcd.org