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## **Skagit Conservation District**

2021 East College Way, Suite 203, Mount Vernon, WA 98273-2373  
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## **Skagit Conservation District Conservation Specialist Full Time entry level position**

**Salary: Dependent on Qualifications Closing Date: December 15, 2021, 4:00pm**

### **Qualifications:**

This position requires a passion for natural resources management and conservation practices. The minimum level of education is a technical degree in a compatible field of study from an accredited institution in agriculture, natural resource management, environmental science, or a closely related field. Also desired is demonstrated experience and understanding of working in a public setting on natural resources, agricultural, fisheries, forestry, stormwater or other conservation related tasks. The position will rely on strong communication and organizational skills essential to support community outreach and social marketing elements of encouraging voluntary participation in land stewardship and conservation. Also desired is experience in grant reporting, contract management, and the ability to communicate in Spanish.

### **To apply for this position:**

Applicants must provide a cover letter, a completed application form (available from the conservation district office or website), a resume, and three professional references. Applications must be received by email on or before 4:00 pm, December 15, 2021. Applicants may be subject to a background check. For more information contact Bill Blake at 360-428-4313 Ext. 1017.

### **Introduction:**

The newly created position of Conservation Specialist will provide technical, administrative, and field assistance to the various programs at the district. The initial focus will be assisting with implementation of existing stormwater education and outreach in coordination with volunteers, agency partners and District staff. In addition, this position will assist with community based social marketing (CBSM) to learn from landowners what incentives or roadblocks they believe impact participation in conservation. The successful candidate will work in collaboration with District staff to support technical and operational activities. The position will have a variety of duties that include both indoor and outdoor work environments. There will be freedom for the candidate to investigate and share new conservation and climate adaptation concepts that serve the District's customers.

### **Duties:**

This position will share responsibility with other members of the Outreach and Education team in implementing programs related to stormwater, ecosystems management,



agriculture, forestry and climate change. Examples of duties include coordinating and facilitating NPDES and volunteer stewardship programs, such as Marine Biotxin volunteers, Watershed Masters, Backyard Conservation Program, rain gardens, coordinating workshops, field tours, and volunteer training events. The position will also support farm planners in the field to assist with data collection. The position may assist with taking minutes at Supervisor Board meetings, and/or providing grant writing research and contract support. This position is being identified as entry level with the understanding that as the District grows to meet our customers needs the successful candidate may eventually become the primary staff for one or more of the programs.

Other duties:

- 1) Be a responsible member of the outreach and education team: by helping to develop general public ready outreach materials, supporting Storm/Stream Team, Bio-toxin monitoring program, Community Based Social Marketing, Incentive programs, and representing the District at various community events.
- 2) Assist in developing grant applications to address resource concerns such as water quality or farmland productivity combined with carbon sequestration
- 3) Provide support services to planners and engineering for developing, designing, and implementing BMPs identified in farm, forestry, and ecosystem restoration natural resource management plans.
- 4) Engage with NPDES partners and assist with completing the permit requirements developed with and included in the contract workplans.
- 5) Support the outreach and education team in writing reports, budget tracking, implementing program evaluation strategies, maintaining tracking systems, and updating website.
- 6) Provide services to the Executive Director and Finance staff to support basic District Operations including Board meetings, partner reports, plant sale, special projects, and other administrative support duties.
- 7) Support the planners as needed in developing landowner cost share agreements, reimbursements, and following of cost-share protocols.
- 8) Assist in preparing support documents for existing and new project applications.
- 9) Attend regular conservation district board meetings and other local, area and state meetings as needed. Attend training sessions and workshops related to skills needed to comply with various funding programs and overall staff development.
- 10) Serve as an incidental motor vehicle operator, requiring operation of a motor vehicle on both public and private roads during daylight and occasionally after dark. A valid WA



State driver's license is required.

- 11) Assist with entering data into the Conservation Commission database and prepare reports on activities, including progress toward project goals as directed by the district Manager.
- 12) Other duties as assigned.

**Skills, Knowledge, and Abilities:**

This position requires knowledge of natural resource conservation and water quality principles that can be shared with landowners in a variety of land uses including agriculture, forestry, rural residential and urban settings. The specialist should become familiar with NPDES Education requirements, Washington State Conservation Commission (WSCC) and Natural Resource Conservation Service (NRCS) standards designed to address specific natural resource concerns. It is also strongly desired that applicants have at least one year of field experience working with landowners.

The following skills are desired for this position:

1. Knowledge of a broad range of soil and water conservation principles, techniques, methods, and critical thinking skills to prescribe and install conservation systems which involve complex and diverse agricultural, forestry, ecosystem process, stormwater, and other land uses.
2. Strong written and verbal communication skills with experience in giving presentations (live and virtual) and facilitating workshops and other trainings.
3. Strong interpersonal skills and ability to engage volunteers and partners.
4. Working knowledge or willingness to attend training on NPDES MS4 Permits, stormwater pollution and water quality.
5. Familiarity with community based social marketing concepts or willingness to attend training.
6. Knowledge of GIS or design software, data collection, data integration and creation of exhibits for plans and presentations.
7. Ability to assist the planners and educators in motivating individuals to adopt and implement resource management practices on their properties. This may include presenting to public groups, students, organizations, or clubs.
8. Knowledge and skills in computer use, database creation and maintenance, scheduling, PowerPoint, and other uses as needed.



9. Ability to safely operate a motor vehicle.
10. Ability to work in the field on various terrains and under various conditions.
11. Ability to work alone or with others in the field or in a public office environment.
12. Ability to work in an office setting as a team member assisting with some administrative duties such as taking meeting minutes or collecting data for grant reports.
13. Ability to organize and plan a schedule of activities related to requests from fellow staff and Executive Director.
14. Ability to maintain accurate records regarding time-keeping and authorized expenses.

**Training and Evaluation:**

Performance standards will be developed as needed to assist in evaluating work abilities and work products.

The person in this position will be evaluated in accordance with the State Conservation Commission Guidelines.

Training needs will be developed based on performance evaluations described above.

The application for this position can be found at [www.Skagitcd.org](http://www.Skagitcd.org) under Employment. Applicants must provide a cover letter, a completed application form (available from the conservation district office or website), a resume, and three professional references to;

**Skagit Conservation District**  
**Attention: Bill Blake**  
**2021 E. College Way, Suite 203**  
**Mount Vernon, WA 98273-2373**

**Email submittals to: [skagit@skagitcd.org](mailto:skagit@skagitcd.org)**

**Contact:**  
**[skagit@skagitcd.org](mailto:skagit@skagitcd.org)**  
**360-428-4313 phone**