



Pend Oreille Conservation District

Vacancy Announcement: *Urban & Rural Agriculture Resource Technician*

Position Summary

This position will be a temporary (May – November) part-time (24-32 hours/week) position and will assist with the implementation of the Pend Oreille County Voluntary Stewardship Program (VSP) and the Newport Community Garden.

Primary Job Responsibilities

- POC VSP
 - Conduct soil health & soil fertility sampling with VSP participants
 - Perform on-the-ground surveys of Best Management Practices (BMPs) and critical areas (wetlands, fish/wildlife habitat, steep slopes, etc.) using Esri's Field Map App
 - Help with VSP outreach and engagement events
- Newport Garden
 - Assist with garden installation (procuring materials, building raised beds, planting, etc.)
 - Support outreach and engagement through monthly educational events
- Assisting with other programs: these include riparian planting, basic water quality assessment, and assisting with engineering field days.
- Perform Duties as Assigned
 - May include, but not limited to: cleaning, basic administrative tasks (file organization, scanning, printing, etc.)

Minimum Qualifications

- High school degree or GED.
- Proficient with computers, tablets, internet browsers, Outlook suite, and spreadsheets.
- Have, or be able to obtain, a valid state driver's license
- May require a functional vehicle

Preferred Qualifications

- College student majoring (or interested in majoring) in biology, agriculture, natural resources, geography, or other pertinent course of study.
- Basic skill in using Arc GIS mapping software.
- Interest in natural resources management and conservation, specifically soils.
- Positive demeanor and ability to interact effectively with coworkers.
- Attention to detail, and willingness to learn new skills (computer mapping techniques, soil sampling protocol, etc.)
- Patience and diligence with monotonous work routines.
- Can work independently and communicate needed support with supervisors.
- Ability to maintain accurate records regarding timekeeping.



Physical Requirements and Working Conditions

The District is a smoke-free and drug-free environment. This position consists of 50% office work and 50% field work. The Interns will utilize a shared workstation with a desk, telephone, and computer at the POCD office in Newport, WA; however, this position may require an at-home workstation, as well. If a hybrid work situation is required, the employee must comply with POCD's Telework Policy.

The position involves computer work that may include long periods sitting, typing, and reading from a computer screen. It is necessary to have adequate vision and motor skills to perform the duties of the position including hearing voice conversation and the manual dexterity to operate a computer. Field work will occur outside in inclement weather conditions and may require you to traverse difficult terrain. In addition, this position requires the ability to lift up to 50 lbs. and perform manual farm labor in all weather conditions. Frequent standing, walking, bending, and lifting are required.

Compensation & Benefits

Compensation is \$15 - \$17/hour depending on qualifications. There are no benefits offered beyond state required sick leave, available after 90 days of employment. This is a part-time position consisting of 24-32 hours/week.

Equal Opportunity Employer

POCD is an equal opportunity employer and does not discriminate against any person on the basis of race, religion, color, sex, age, national origin, marital status, veteran status or the presence of any sensory, physical or mental disability or the use of a trained guide dog or service animal by a disabled person.

To Apply

Screening of applications for this position begins April 6th; the position is open until filled.

Applicants must submit the following:

- 1) An application letter that specifically demonstrates how the applicant meets the minimum and preferred qualifications for this position,
- 2) A detailed resume or CV that shows all work/volunteer experience in enough detail to demonstrate how the applicant meets qualifications, and
- 3) The names and phone numbers of three professional references.

All applications must be submitted electronically in PDF format to admin@pocd.org. Failure to submit all required materials will remove an applicant from consideration.

The projected start date for the position is early May.

For further information, visit pocd.org/job-opportunities or contact Alex Case-Cohen, District Manager at 509-447-1155 or by email at: alexcc@pocd.org.