

Position Description

Conservation Technician

INTRODUCTION

The Clinton Conservation District (CCD) and Eaton Conservation District (ECD) work in partnership with local NRCS field offices to provide technical and financial assistance to landowners and producers implement conservation activities on their land. The Conservation Technician will assist the landowners of Clinton and Eaton county to better understand, plan, manage, protect, and use natural resources.

This position is funded through a two-year grant provided by the National Fish and Wildlife Foundation (NFWF) and Natural Resource Conservation Service (NRCS). This project will support federal Farm Bill program implementation in Clinton and Eaton counties focusing on the Middle Grand River watersheds. This position is employed by the CCD and work assignments will be provided in partnership with NRCS District Conservationists in Charlotte and St Johns Field Offices.

DUTIES

1. Conservation Planning (50-60%)

- Conduct field visits, as necessary, to identify resource concerns and meet with interested landowners and producers
- Develop conservation plans to address resource concerns
- Implement conservation practices to restore and protect water quality
- Assist with payments, modifications to contracts, processing and maintenance of records related to conservation programs, and day-to-day business processes
- Process applications, certify eligibility, review payment requests, and verify payment documents to ensure complete information is provided

2. Outreach & Education (20-25%)

- Provide technical assistance and resources to landowners and producers
- Serve as a part of steering committees to plan meetings, workshops and field days
- Engage landowners in conservation through field days, workshops, local meetings and farmer-led watershed efforts

3. Other Duties (10-15%)

- Work closely and maintain good working relationships with other resource management professionals, both public and private, in support of a holistic approach to the management of natural resources
- Assists in developing news articles, social media posts and web site blogs as needed to promote Farm Bill and District programs
- Provide office coverage, as needed, and support CCD and ECD activities and programs, including tree sales, annual meetings and field days

- Attend meetings of the Clinton and Eaton Conservation District boards, interagency groups, and regional and/or community development groups, as directed, to gain insight into program areas and to observe and develop competence in personal, work relationships, and group meeting techniques
- Complete other essential activities and submit reporting to the CCD, ECD, NFWF, and NRCS as required by the grant agreement

SKILLS REQUIRED

- Maintain client confidentiality
- General knowledge of local agricultural production and conservation practices
- Ability to work and communicate effectively with coworkers and the general public
- Ability to carry out duties and set work schedule, following up with landowners and producers in a timely manner
- Pass a federal background check and hold a valid Michigan driver's license
- Ability to operate and maintain equipment (computers, vehicles, survey levels, etc.) safely.

This position requires a Bachelor of Science degree, preferably in a natural resources or agriculture related field. Experience may be considered in lieu of some requirements.

WORK ENVIRONMENT

Work requires personal contact with co-workers, contractors, landowners and operators to exchange information, provide technical assistance and to implement Farm Bill practices. Some work will be conducted in the field and may require walking on rough terrain, carrying equipment or climbing embankments. Protective gear, such as hard hats, boots and gloves, may be necessary during field visits.

This position is a full-time, 40 hour per week grant-funded position. This position requires regular travel between Charlotte NRCS Field Office (551 Courthouse Drive Ste 3, Charlotte, MI 48813) and St Johns NRCS Field Office (2343 North US 127 Business, St Johns, MI 48879). Normal work hours are 8am to 4:30pm, although some evenings and Saturday events may be required. Salary is dependent on experience, \$18-20 per hour. Benefits include paid holidays, sick time and vacation according to the CCD personnel policy, and access to a flex stipend which provides funding for retirement savings plans or other alternatives. The position is funded through September 30, 2022 with the potential for continuation as grant funds become available.

TO APPLY

Email resume, cover letter, up to 3 references, and transcripts (unofficial okay) to:
 Kelcie Sweeney, Executive Director, Clinton Conservation District at kelcie.sweeney@macd.org
Files are preferred in PDF format.

Applications will be reviewed as they are received; priority will go to those received by 9am Monday, October 12, 2020.