



Stevens County Conservation District

232 Williams Lake Road - Colville WA 99114
Phone: (509) 685-0937 ext. 3 - Fax: (509) 684-1982

Stevens County Conservation District

Project Coordinator

Thank you for showing interest in the Project Coordinator position opening. Attached is the position description.

Please submit a resume, job application with two work related and one personal reference to the Stevens County Conservation District, 232 Williams Lk Rd, Colville, WA (509) 685-0937 extension 3.

This is a full time position with benefits, 40 hours a week with no overtime. Funding for this position is subject to availability of federal, state and local grants and contracts.

Primary duties include office and grant management, public relations and coordination of education programs. Applicant must be a self starter, detail oriented, highly organized person.

Starting salary \$31,200 to \$35,360 depending on qualifications.

The District offers a comprehensive employee benefit package including health insurance, annual leave, sick leave, holiday pay, Social Security, Public Employees Retirement System, and optional Deferred Compensation Program.

SCCD is a non-regulatory subdivision of state government, funded by grants, with the mission to promote the wise utilization of natural resources through education, technical and financial assistance to landowners and managers.

Applications are due November 1, 4:00 pm to the District office. Position will remain open until qualified applicant is hired.

Sincerely

Dean Hellie
District Administrator/Natural Resource Specialist

Project Coordinator

**Stevens County Conservation District
232 Williams Lk Rd
Colville, WA 99114**

Position Description

Title: Project Coordinator

Stevens County Conservation District promotes wise use of the county's natural resources through an active public information and education program, coordinating landowner and agency information and promoting implementation of appropriate Best Management Practices.

Employment will be regular full-time, scheduled to work (40) hours per week. May require some night and weekend work with no overtime available. Position will be eligible for the District's benefit package, subject to the terms, conditions, limitations and eligibility requirements of each benefit program.

Salary \$31,200 to \$35,360 a year depending upon qualifications and experience.

Employment with the District is terminable at will. An employee may be terminated at any time with or without cause and with or without notice, subject to applicable state and federal laws. Employment is at the discretion of the Board and contingent upon factors determined by the Board including, but not limited to, available funding, job performance, changes in program direction, or organization.

Duties and Responsibilities:

General

Duties will be performed in the Stevens County Conservation District office located at 232 Williams Lake Road in Colville as well as at various meetings and locations, including schools and outdoor settings. Attendance at some evening and weekend meetings will be required.

A high degree of confidentiality, along with diplomacy is required.

Applicants selected for interviews must agree to a Washington State Patrol criminal history information check, an abstract of driving record check, and submit written authorization to contact a minimum of three references. Upon employment federal security background check will be required.

Know, and comply with, the District's Personnel and Risk Management Policies.

Project Coordinator

Duties and Responsibilities:

Specific

- Coordinate and develop education programs both youth and adult
- Coordinate and develop outreach including newsletter, educational materials, displays, reports, website and news releases
- Manage annual Native Plant Sale
- Monitor district operations, track deadlines for projects and grants
- Prepare and edit detailed reports of activities and project accomplishments
- Organize and develop public meetings and workshops
- Work with landowners and district clients over phone and in office
- Provide support for Board of Supervisors including monthly meeting
- Distribute meeting notices, agenda, other pertinent materials, and record meeting minutes
- Maintain filing systems and databases
- Maintain and operate office equipment
- Maintain inventory of District property and supplies
- Coordinate staff and volunteer schedules
- Identify grant opportunities and prepare grant applications

Relationships:

Promote and maintain effective relationships and partnerships with District Board of Supervisors, District staff, federal, tribal, state, and local governmental agencies and private entities and associations, private landowners, general public, state and federal legislators, the Washington State Conservation Commission, Washington Association of Conservation Districts, the Northeast Washington Area Association of Conservation Districts, and other natural resource agencies.

Supervision:

The District Administrator supervises this position. Funding for this position is subject to availability of federal, state and local grants and contracts.

Performance Review:

Probationary review will be conducted at 90 days and 180 days. Annual reviews will be conducted in the month of December. The District Administrator and District Supervisors shall conduct reviews. The evaluations will be discussed with the employee, documented, and placed in the employee's personnel file. The Board of Supervisors in Executive Session shall review the employee evaluation. The performance review is an overall evaluation of the employee's performance. It will be the basis of any pay increases granted by the District Board.

Project Coordinator

Qualifications: Required

Honest in word and deed, treat everyone with courtesy, dignity, and respect

Maintain landowner and project confidentiality

Detail oriented and work with high degree of accuracy

Able to multi-task and meet changing deadlines

Highly organized and task oriented

Self directed and able to complete projects with minimal supervision

Able to assume leadership of projects and teams

Able to work on projects with little back ground knowledge or training available

Excellent oral and written communication skills

- Interact with landowners, teachers, students, federal, state and local government agency representatives and the general public
- Clearly express thoughts to others and exchange information precisely through face-to-face, telephone and written formats

Advanced computer skills including Windows operating systems, Outlook, MS Word, Excel, Access, Powerpoint, Publisher and web site development

2 year AA degree in communications, management, natural resources or other related field. Four years of relevant experience may substitute for education.

Have, or be able to obtain, a valid Washington State drivers license.

Qualifications: Desired

- Natural resource or production agriculture experience or training
- Experience working with local, state and federal legislators
- Familiarity with local, state and federal natural resource agencies, structure, policy, regulations and legislation
- Knowledge of contracting with state and federal funds
- Familiarity with Stevens County resources including agriculture and forestry

APPLICATION FOR EMPLOYMENT

This generic application is provided by WorkSource Washington. This form complies with federal and state laws against discrimination; however, employers using this form should check local ordinances. WorkSource Washington and Washington State Employment Security are not responsible for the misuse of information provided on this form. Provide all information requested by printing in ink or typing. Use the 'TAB' key to move through the document.

GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Home Telephone () -
Address (Mailing Address)	(City)	(State)	(Zip) Other Telephone () -
E-Mail Address		Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	

POSITION

Position Or Type Of Employment Desired	Will Accept: <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary	Shift: <input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Rotating
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Salary Desired	Date Available	

EDUCATION AND TRAINING

High School Graduate Or General Education (GED) Test Passed? Yes No
 If no, list the highest grade completed

College, Business School, Military (Most recent first)

Name and Location	Dates Attended Month/Year	Credits Earned		Graduate	Degree & Year	Major or Subject
		Quarterly or Semester Hours	Other (Specify)			
	From To			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From To			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From To			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From To			<input type="checkbox"/> Yes <input type="checkbox"/> No		

Occupational License, Certificate or Registration	Number	Where Issued	Expiration Date
Occupational License, Certificate or Registration	Number	Where Issued	Expiration Date
Occupational License, Certificate or Registration	Number	Where Issued	Expiration Date

Languages Read, Written or Spoken Fluently Other Than English

VETERAN INFORMATION (Most recent)

Branch of Service	Date of Entry	Date of Discharge
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SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)

(Maximum 300 characters)

WORK EXPERIENCE (Most Recent First) (Include voluntary work and military experience)

Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving
Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
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		Last Salary
		Supervisor
		Reason For Leaving

I certify the information contained in this application is true, correct, and complete. I understand that, if employed, false statements reported on this application may be considered sufficient cause for dismissal.

Signature of Applicant _____ Date _____

Interviewer's Comments:
