Palouse Conservation District

The **RCPP Coordinator** serves as the program coordinator for the development and implementation of the Palouse Watershed Regional Conservation Partnership Program (RCPP) and assists with implementation of the Farmed Smart sustainable agriculture certification program. The RCPP Coordinator reports to the Palouse Conservation District (PCD) Conservation Partnership Manager. Excellent communication skills in working with private landowners in a non-regulatory environment are required. Knowledge of conservation agriculture, habitat restoration techniques, conservation planning, and conservation practice implementation is required. Must be able to hike for extended periods and carry equipment over rough terrain, at times in inclement weather conditions. Requirements: B.S. in natural resources, agriculture or closely related field and min. two years experience working in natural resources or agriculture. Full-Time, At-Will, Exempt status; Salary range $42,399-$55,116 (DOE) plus full benefits package. View complete job description below.

Send resume & cover letter to:
RCPP Coordinator Search
Palouse Conservation District, 1300 NE Henley Ct. #6, Pullman, WA 99163
or
laurah@palousecd.org

*Review begins **March 13, 2017**. Open until filled.*

Position Description for RCPP Coordinator

The primary purpose of the RCPP Coordinator position is to work with private landowners, and 18 local, state, and federal agencies and universities to develop incentives and assist private landowners in implementing conservation agriculture, direct seed, and riparian buffers for the Palouse Watershed RCPP program. The RCPP Coordinator assists the Palouse Conservation District Conservation Partnership Manager in delivering conservation services to local landowners and cooperators eligible to participate in the Palouse Watershed RCPP Program. This includes coordinating Partners, planning and application of conservation practices, and development and execution of grants and contracts.

The RCPP Coordinator is an advocate for natural resource conservation through conservation planning and conservation practice implementation. The RCPP Coordinator will be responsible for duties including the following: coordinating Partners, conservation planning; conservation practice implementation; monitoring; GIS; implementation of the Farmed Smart sustainable agriculture certification program; grant writing; coordination of and participation in Palouse Watershed RCPP outreach programs and subcommittees; supervision of staff, volunteers and/or work crews; coordination and training with partners and staff; overall Palouse Watershed RCPP Program management; and other duties as assigned.

Duties and Responsibilities

Understand and promote the organization, role, mission and goals of the District and its programs. Understand relationships and partnerships with other agencies. Become familiar with conservation planning, conservation and NRCS programs and practices, dryland farming, local livestock practices, and the conservation needs of both.

Assist in writing grant proposals. Operate as project coordinator by assisting in the coordination and implementation of Partners and District grants and projects. Ensure that grant provisions are followed such as completion of scope of work and all legal considerations. Track grants (tasks and financial), keep District Conservation Partnership Manager informed of grant/project status and write reports as required.

Understand the Farmed Smart sustainable agriculture certification program objectives and conservation farming practices, strategies, and equipment used in dryland cropping systems.

Complete Farmed Smart certification farm visits within the Palouse River (WRIA 34) watershed. Includes reviewing 36 criteria with the producer; and evaluating, validating, and ranking producer's operations based on the certification criteria.

Organize and coordinate meetings, workshops, trainings, and other District sponsored events.

Provide the Board, Director, and Conservation Partnership Manager with accurate records of projects, mileage and expenses on a monthly basis.

Closely coordinate schedule with Conservation Partnership Manager to most efficiently meet District workload and goals (Time management and cost effectiveness will be evaluated during personnel evaluations).

Attend monthly Board Meetings and weekly staff meetings. Provide reports on activities and progress.

Responsible for ensuring proper permitting and cultural resources clearance for riparian projects.

Responsible for proper use and maintenance of District office and field equipment, obtaining necessary repairs and maintaining an inventory.

Responsible for limited clerical tasks such as mailing, filing, typing, etc. and all other duties as assigned.

Supervision

The Palouse Conservation District Conservation Partnership Manager provides direct oversight and supervision of the RCPP Coordinator. The RCPP Coordinator is also

responsible to the Director and Board of Supervisors. The RCPP Coordinator provides daily technical supervision of volunteers, work-study, interns and other subordinate staff as assigned. The RCPP Coordinator will also coordinate with the PNDSA Executive Director regarding the Farmed Smart program and farm visit assignments.

Work Environment

Work may be performed in an office setting or in the field with site visits, training, local and out of town travel and occasional extended hours (including some Saturdays) expected. This position is labor intensive, multi-faceted and requires a high level of motivation, versatility, and ability to work closely with a team and Partners, as well as independently. This position requires both indoor and outdoor work.

Work Schedule

This is a Full-Time, Regular position (averaging 40 hours per week). The normal PCD workday schedule is Monday through Friday, 8:00 AM – 4:30 PM. This position is classified as Exempt under the Fair Labor Standards Act (FLSA).

Minimum Qualifications:

A bachelor's degree in natural resources, environmental science, agriculture, public administration or a related field and a minimum of two years of supervisory and program management experience is required. The applicant must have a demonstrated ability to manage multiple, diverse issues and a proven commitment to voluntary land stewardship on private lands.

Required knowledge, skills, and abilities:

- Team player who values building partnerships and a non-regulatory approach to natural resource conservation activities, including a proven commitment to agriculture and land stewardship.
- Administration and budget management experience.
- Demonstrated ability to work effectively with diverse groups and individuals, create timelines, delegate, and manage multiple projects.
- Demonstrated organizational skills and the ability to multi-task effectively.
- Demonstrated skills in public relations, negotiation, coordination and diplomacy.
- Knowledge of watershed management and conservation agriculture.
- Working knowledge of local, state, and federal conservation programs currently available to landowners such as EQIP, CRP, CREP, CD cost-share, DOE cost-share, etc.
- Ability to become a NRCS Certified Conservation Planner.

- Experience in collecting field data, and in using GIS and GPS. Must be willing and physically able to assist with field data collection and restoration.
- Must be able to hike for extended periods, carry equipment over rough terrain, at times in inclement weather conditions.
- Proficient computer skills including: Microsoft Word, Excel, Publisher, PowerPoint, Access, and GIS.
- Familiarity with current conservation issues facing local landowners and operators in the region.
- Experience with implementation of conservation Best Management Practices (BMPs).
- Working knowledge of NRCS conservation practices, standards, and planning process.
- Ability to meet deadlines, attend meetings and travel as needed.
- Ability to communicate, both written and oral, effectively to a diverse audience.
- Hold a current valid driver's license, provide their own transportation with proper vehicle insurance and registration upon the first date of hire; be able to travel statewide using all modes of transportation.

Preferred knowledge, skills and abilities:

- A Master's degree in natural resources, agriculture, public administration or a related field and a minimum of five years of supervisory and program management experience.
- A professional knowledge of policies and practices of conservation districts.
- A working knowledge of federal, state and local laws, rules and policies that directly affect natural resource conservation on private lands in Washington.
- Knowledge of and/or experience with conservation planning & implementation.
- Knowledge of and/or experience with environmental and cultural resource permitting.

Employment Classification: Regular; Full-Time, At-Will.

Compensation: Salary range is $42,399-$55,116 (depending on experience). Retirement, paid holidays, plus vacation and sick leave. Medical insurance provided.

All programs and services of the Palouse Conservation District are offered on a nondiscriminatory basis, without regard to race, color, national origin, religion, sex, marital status or disability.

Revised 3/02/2017