



CHAMPAIGN COUNTY

SOIL AND WATER CONSERVATION DISTRICT

2110 W. Park Court, Suite C

Champaign, IL 61821

217-352-3536 ext. 3 www.ccswcd.com

Job Posting - Conservation Coordinator

The Champaign County Soil and Water Conservation District (CCSWCD) is seeking a Conservation Coordinator to coordinate and implement soil and water conservation practices as a vital member of the SWCD team and in accordance with the goals set by the CCSWCD Board of Directors.

Pre-requisites:

- Candidates must be passionate about conservation in an agricultural environment
- Organized, self-motivated, innovative
- Willing to accept responsibility and work independently
- Possess excellent oral and written communication skills
- Proficient with basic office software
- GIS, agriculture, technical experience, and grant writing preferred
- Bachelor's degree preferred but not required

Job duties include, but are not limited to, coordinating activities among partners and committees, providing reliable management of the District office operations, providing outreach for youth and adults, field investigations, and conservation design preparation per established standards.

Technical

- Provide leadership in implementing existing watershed plans
- Provide technical assistance to customers and partners to address natural resource concerns
- Advise landowners and operators about conservation planning practices and programs
- Complete site visits for compliance review and/or address landowner and operator questions or concerns
- Maintain and utilize GIS layers for resource planning
- Utilize NRCS software to administer and develop conservation plans
- Assist in education and implementation of the Nutrient Loss Reduction Strategy (NLRS)
- Implement and follow guidelines of the IL Water Use Act
- Facilitate the IDOA Partners for Conservation program to disperse funds for implementation of conservation practices
- Coordinate the maintenance of the Salt Fork stream gage with USGS at St. Joseph

Education & Outreach

- Develop, organize, and promote adult and youth educational events
- Work with staff and advisory committees on the District owned wetland and prairie for maintenance, fundraising, and education purposes
- All staff are responsible for the public relations of the District through various media outlets, newsletters, correspondence, etc. to enhance public relations
- Maintain and enhance working relationships with partners in conservation and stakeholders
- Provide friendly, useful/valuable/high quality conservation information to the community
- Maintain and enhance the District web page and social media pages

Operational

- Along with Resource Conservationist, be responsible for the management of day-to-day operations of the District
- Maintain NRCS partnership
- Prepare for monthly board meetings and facilitate the Annual Meeting
- Develop, recommend, implement, and evaluate District policies and procedures
- Attend meetings, workshops, training courses, seminars that enhance District programs and coordinator's knowledge
- Serve as FOIA officer
- Coordinate district sales for habitat and conservation enhancement
- Develop experience with budgets/Quickbooks to assist the Administrative Coordinator
- Assist project leads with development and management of grant project budgets

This is a full-time position with benefits. Salary is commensurate with education and experience. Employees are given a yearly contract with funding dependent upon government allocations and grants. A valid driver's license and proof of automobile insurance is required, as well as a Federal background check. CCSWCD will be accepting applications, including cover letter, resume, and references, through August 6, 2021.

All interested candidates should submit application materials to Champaign County SWCD, 2110 W Park Court, Ste C, Champaign, IL 61821 or via email at info@ccswcd.com. For questions, please contact Joe Rothermel, Chairman, at rothermeljoe@gmail.com.

The Champaign County Soil & Water Conservation District is an Equal Employment Opportunity Employer.