



### **Pend Oreille Conservation District**

#### **Agriculture Program Coordinator — Employment Opportunity Announcement**

**Type:** Regular, benefits, FLSA Non-Exempt

Full-time, 40 hours per week

Note: This position is supported by and contingent upon available grant funding.

**Opening Date:** January 22, 2025

**Closing Date:** Open until filled

#### **Vacancy Announcement: *Agriculture Program Coordinator***

##### **About the Pend Oreille Conservation District**

The Pend Oreille Conservation District (POCD) was established in 1949 and is a locally led, special purpose district that administers programs to conserve natural resources in Pend Oreille County. Conservation Districts serve as a voluntary, non-regulatory subdivision of state government created to bridge the gap between local landowners and state and federal government. Our work improves both rural and urban communities to benefit the health and well-being of our residents. Pend Oreille CD consists of a small and collaborative team of dedicated staff focused on providing technical assistance, cost share, and building programs that serve our community and the natural resources in Pend Oreille County. We are governed by a five-member volunteer Board of Supervisors.

##### **Nature & Purpose of the Position**

The Ag Program Coordinator manages two valuable programs within Pend Oreille County: The Voluntary Stewardship Program (VSP) and the Sustainable Farms and Fields (SFF) program. VSP exists to protect and enhance critical areas while maintaining agricultural viability in the County. SFF helps landowners to implement practices that sequester carbon and improve soil health. Through these programs, the successful candidate will work directly with landowners to address natural resource concerns through creative solutions, best practices, and long-term relationships with clients. Additionally, the role includes collaborating with staff on the NRCS Equity in Conservation Outreach program, which offers adult and youth education in Pend Oreille County and surrounding areas, as well as similar programs. This is an exciting opportunity to work on some of the most pressing natural resource challenges related to water quality, soil health, and endangered species recovery in a growing region.

This is a self-directed professional position responsible for assessing and responding to landowner and land manager needs and requests. The Ag Program Coordinator also collaborates with Washington State University (WSU) Extension, United States Department of Agriculture (USDA) Natural Resource Conservation Service (NRCS), Washington Department of Fish & Wildlife (WDFW), Washington State Department of Agriculture (WSDA), Pend Oreille County, and other conservation districts to develop and deliver educational programs and materials for agricultural producers and soil health enthusiasts. On a regular basis, it is expected that this position will proactively coordinate with the other district VSP coordinators, farm planners, and other

technical experts in NE Washington and statewide. The Ag Program Coordinator is independently responsible for program implementation in a large geographic area.

### **Primary Job Responsibilities**

The primary responsibilities of the Ag Program Coordinator are to ensure the successful implementation of the VSP and similar programs, and to work directly with agricultural producers (both small-scale and large-scale) within the Pend Oreille Conservation District. The measurement of success is conservation practices applied on the land to improve water quality and soil health, improve fish & wildlife habitat, and that work to the advantage of the farm operation. Duties include the following:

- Coordinate regular meetings of the Pend Oreille County Voluntary Stewardship Work Group.
- Work with district staff to develop, implement, and adapt as necessary a successful outreach program about agriculture conservation in critical areas.
- Develop stewardship and/or regenerative ag plans for landowners with agricultural activities that intersect critical areas.
- Secure additional funding to expand program activities, meet goals, and grow the program over time.
- Develop and implement a monitoring plan that demonstrates program effectiveness.
- Collaborate with conservation partners to improve overall effectiveness of individual programs through partnering.
- Assist agricultural producers with completing and collecting stewardship checklists.
- Maintain accurate records of implemented projects that meet the criteria of the Pend Oreille County VSP.
- Plan and design conservation practices and work with landowners to implement projects to specifications.
- Assist staff, partners and contractors with critical area conservation planning and practice design as appropriate.
- Assist with grant research, writing, and progress tracking.
- Assist staff and partners with maintaining conservation project databases.
- Manage equipment rental program.
- Assist staff in the education and outreach program.
- Provide customer service in-person, by phone, and email as appropriate to ensure the customer is directed to appropriate information or personnel.
- Performs other duties as assigned by Executive Director.
- The successful candidate will perform all duties safely and in a manner that reflects favorably on the Pend Oreille Conservation District.

### **Minimum Qualifications**

- BA or BS in agriculture or other natural resource field from an accredited program, with at least 1 year of field experience. 5 years of relevant experience may substitute for education.
- Proficient with Microsoft Suite. Familiarity with Arc GIS mapping software and global positioning system (GPS) devices & software.
- Organizational, report and informational writing and research skills.
- Knowledge of a broad range of soil and water conservation principles, techniques, and best practices to apply and install conservation systems, which involve complex and diverse land uses and regulations.
- Strong ability to communicate and collaborate effectively, both verbally and in writing, with diverse groups of landowners, farmers, community organizers, partners, and coworkers.
- Ability to coordinate multiple projects and timelines with flexible scheduling.

- Ability to maintain accurate records regarding time-keeping and authorized expenses.
- Ability to organize and plan own schedule of activities related to work goals set by the Executive Director.
- Possess a valid driver's license and insurance.

### Preferred Qualifications

*This is a broad description of the qualifications for the Ag Program Coordinator position. We do not expect any single candidate to possess all the qualifications listed. Research tells us that some individuals will only apply to roles if they meet all the listed qualifications, but we will train you and we expect you to learn in the role. We are looking for team members who round out our current skill base. If this is you, we encourage you to apply.*

- Knowledge of and experience in common agricultural practices and customs as practiced in Pend Oreille County, Washington, and the greater Northeast Washington area.
- Knowledge and skill in water quality standards and criteria for watershed health and ecosystem function.
- Knowledge of eastern Washington plant communities and ecology.
- Understanding and skill in regenerative agricultural practices as applied to Northeast Washington Agriculture.
- Experience developing, writing, and administering applications and projects funded by grants.
- 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.
- Ability to work independently with minimal supervision.
- Ability to maintain accurate records regarding timekeeping.
- A functional vehicle

### Physical Requirements and Working Conditions

This position involves a combination of office and field work. Regular office work includes long periods of stationary computer work, typing, and reading from a screen. It is necessary to have adequate vision and motor skills to perform the duties of the position, including the ability to communicate effectively and the manual dexterity to operate a computer.

Fieldwork may occur outside in inclement weather conditions and may require you to traverse uneven terrain. You may occasionally lift and carry materials weighing up to 50 pounds. You must be able to operate a motor vehicle safely. Occasional non-overnight and overnight travel may be required. The position will require occasional work on weekends or after regularly scheduled work hours. This position description describes the functions and qualifications for the position. It does not exclude an opportunity for modifications consistent with providing reasonable accommodation.

### Location

The position is based in Newport, Washington within Pend Oreille County in beautiful Northeast Washington. Staff will make frequent field trips to project areas which involve traversing over difficult terrain.

### Compensation

\$24.05 - \$28.85 per hour (dependent upon qualifications and experience).

## Benefits

After a 30-day probationary period, the district provides a comprehensive benefits package with medical, dental and vision coverage for regular employees and eligible dependents (District covers 100% of benefits for the employee only).

- Vacation accrual begins at eight (8) hours per month and increases based on years of service.
- The district recognizes all federal holidays and one (1) personal holiday.
- Sick leave accrues eight (8) hours per month.
- The district and its employees participate in the Washington State Public Employees Retirement System (PERS).
- The district offers medical and dental insurance premiums through the Public Employee Benefits Board (PEBB).
- Premiums for a single gym membership up to \$55.

## POCD is an 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. Please let us know if you need any accommodation to participate in the application process.*

## To Apply

Screening of applications for this position begins February 10, 2025; 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](mailto:admin@pocd.org). Failure to submit all required materials will remove an applicant from consideration.

For further information, visit [pocd.org](http://pocd.org) or contact Mary Malone, Executive Director, at 509-447-115 or by email at [mmalone@pocd.org](mailto:mmalone@pocd.org).