

Kankakee County Soil & Water Conservation District Seeking Full-Time Conservation Coordinator



The Kankakee County Soil & Water Conservation District is seeking a full-time Conservation Coordinator. The candidate must have an associates or bachelor's degree in agriculture, natural resources, or a related field, with experience in production agriculture preferred. The Conservation Coordinator will work directly with landowners, producers, local organizations, and the community to promote and facilitate conservation programs, cost-share, events, and more. This position requires a combination of office and field work. Remote work possibilities exist.

The position is based on a 40-hour work week with occasional evening and weekend meetings, trainings, and special events. Office hours are Monday through Friday 8am to 4:30pm. The candidate will be required to pass a federal background check, and a valid driver's license is required. Annual salary based on experience, with benefits provided.

Basic Skills

Candidate must have the ability to communicate across all levels, possess strong organizational skills, self-motivation, willingness to accept responsibility, ability to take constructive criticism, and possess excellent oral and written communication skills. **Candidate must have great interpersonal skills and the confidence needed to advocate and facilitate conservation practices and programs with local organizations, landowners, and producers.** Computer skills are required, and it is preferred that the candidate have experience with Geographic Information Systems (GIS). On-the-job training will be provided, as needed.

Duties and Responsibilities

The Kankakee County SWCD Conservation Coordinator's primary responsibilities will include:

- Complete Natural Resources Conservation Service (NRCS) Certified Conservation Planner training program.
- Provide technical and administrative assistance for NRCS conservation programs.
- Promote and administer federal, state, and local conservation programs, working directly with local landowners, farmers, and organizations.
- Facilitate IDOA Partners for Conservation cost-share program to implement local conservation practices.
- Plan and implement ag-related workshops, field days, webinars, and other events for farmers and landowners.
- Develop, organize, and promote adult and youth educational events.
- Prepare detailed Natural Resource Information (NRI) reports using GIS software.
- Work with Kankakee County SWCD Resource Conservationist to complete daily, quarterly, and annual office tasks such as state reporting, budgeting, District sales, and more.
- Assist District Grant Writer with implementation and management of agriculture outreach grants.
- Maintain District website, social media, and e-newsletters.
- Attend monthly Board Meetings and present Board of Directors with important District updates.

All interested candidates are asked to send a cover letter and resume with references to the Kankakee County Soil & Water Conservation District office (address below) or email Crystal Sauder, Resource Conservationist, at Crystal.Sauder@kankakeecountyswcd.org by **Friday, November 19, 2021**. For questions, please call Crystal at (815) 937-8940 ext. 3. If you are interested in learning more about the District, please visit www.kankakeecountyswcd.org.

Kankakee County SWCD
685 Larry Power Road
Bourbonnais, IL 60914

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