



Allegan Conservation District
Job Description

Date: August 29, 2017
Title: Project Coordinator
Location: Allegan Conservation District

Introduction

This position is located in the Allegan Conservation District Office (USDA Service Center). The Coordinator is responsible for managing the specified watershed project and performing the Grant Tasks as described in the Grant Agreement. The Coordinator provides technical leadership to the project and other office staff. The Coordinator also provides general support for the Allegan Conservation District.

Primary Duties

1. Responsibilities to the Board

- a. Record and prepare board meeting minutes
- b. Assist in coordinating arrangements for the annual meeting and election
- c. Assist in organizing and conducting annual fundraising campaigns through the tree and native plant sales
- d. Prepare and submit required monthly reports

2. Grant Administration

- a. Direct the application for, preparation and administration of any grant programs available to the District
- b. Recommend appropriate grant programs to the District's Board and develop grant proposals
- c. Meet with relevant individuals to coordinate and secure grant funds

3. Public Relations

- a. Represent the District in public appearances to inform the public, conservation partners and local units of government, of District programs, services and their role in the community
- b. Serve as the District contact and attend relevant meetings
- c. Coordinate and strengthen conservation partnerships within the community
- d. Develop, design, produce, and print brochures and other reports as assigned
- e. Write press releases for grant programs

4. Information and Education

- a. Assist in planning District workshops, tours Field Days and fundraisers
- b. Coordinate District educational services with local schools, groups and organizations
- c. Direct the development of materials promoting District programs
- d. Assist in conducting annual tree and native plant sales as part of an educational program

5. Technical Assistance

- a. Perform site visits
- b. Provide technical assistance to landowners on forestry, wildlife, water quality, native plants, urban conservation, and related topics including, but not limited to, informational handouts, site visits and management recommendation

6. General/Partnership Responsibilities

- a. Answer phone, take messages and assist customers
- b. Assist NRCS with general office support as part of our Cooperating Working Agreement

7. Qualifications

- a. Bachelor's degree in Natural Resources, Biology, Geology, Agronomy, or a related field or equivalent experience
- b. Experience managing project budgets, customer service and reporting
- c. Experience writing and administering grants
- d. Strong analytical, verbal and written communication skills
- e. Ability to work cooperatively with individuals, groups and organizations
- f. Self-motivated and self-directed
- g. General knowledge of natural resource management and conservation
- h. Proficient with Microsoft Office Word, Publisher and Excel
- i. Valid MI driver's license
- j. Must be able to pass a federal background

8. Additional Qualifications (Preferred)

- a. Experience in business management and marketing
- b. Familiarity with conservation programs
- c. Knowledge and experience in agriculture and/or natural resources management
- d. Experience with writing and managing grant programs
- e. Experience with ArcGIS

9. Working Conditions

This position is part-time at 15-18 hours per week and involves a combination of office work, field work, and limited traveling. Some nights and weekends will be required.

Wage: \$18/hr. Benefit includes paid vacation and sick leave after 90 days.

Application: Send resume, cover letter and references to ana.hedberg@macd.org by **September 22 at 5 pm**. Subject line should read: **Rabbit River Project Coordinator**.