

POSITION DESCRIPTION

Conservation Specialist

LOCATION: Monroe County, Monroe, Michigan

APPLICATION DEADLINE: Until filled.

STARTING DATE: Open (desired start date prior to December 1), Initial round of interviews will be scheduled for the week of October 9th, 2023.

This is a full-time position, funded through the Michigan Department of Agriculture and Rural Development (MDARD). The position is grant funded with the opportunity for annual renewal on October 1 (awarded for 2023-2024).

The Monroe Conservation District (MCD) is a local unit of state government, assisting landowners with the conservation and management of their natural resources. This position will be required to work collaboratively with a variety of stakeholders to achieve water quality goals set forth by the State of Michigan.

POSITION OBJECTIVE:

To coordinate local, state, and federal agency resources to help agricultural producers implement conservation practices to minimize their potential contribution to water quality impairments.

ESSENTIAL FUNCTIONS:

- Adheres to grant agreement and guidelines.
- Completes other essential activities as required by MDARD grant agreement, dictated by the program management within MDARD.
 - Planning and Implementation of recommended agricultural best management practices within priority sub-watersheds of the Western Lake Erie Basin within Monroe County.
 - Water Quality Monitoring activities (grab sampling, filtration)
 - Data management (various data sets in multiple databases) and mapping (GIS).
 - Agricultural Inventory practices including identifying tillage practices, cover type, crops, and measuring crop residue.
 - Facilitate delivery of local and state financial assistance programs. Includes promotion, application review, contract management, and practice verification.
- Coordinate outreach and education activities for various stakeholder groups.
- Complete and submit regular reports to MDARD.
- Provide timely reports and updates to the Monroe Conservation District Board of Directors.
- Maintains accurate and well-organized records.
- Assist with the delivery of the Michigan Agricultural Environmental Assurance Program (MAEAP) in Monroe County by:
 - Providing on-farm, one-on-one technical assistance, using farm specific risk assessments.
 - Provide education and promotion about ground and surface water protection using displays, newsletters, demonstrations, press releases, radio programs, etc.
 - Maintaining client confidentiality.
- Assists with Monroe Conservation District programs.
- Completes all other duties as assigned.

STANDARDS OF PERFORMANCE:

Success is measured by the degree to which:

- MDARD grant requirements are met, including training, reporting, goal setting and achievement and on-farm assistance.
- Written reports are complete and on time and database records are maintained to high quality.
- Program promotional materials or articles are of high quality and distributed in a timely manner.
- The number of farms and landowners engaged in programs increases.

QUALIFICATIONS:

Education: A minimum of a Bachelor of Science degree in an agricultural or natural resource related field. *This requirement may be substituted for a combination of an Associate's degree

POSITION DESCRIPTION

and additional time of qualified experience.

Experience: A minimum of two years of experience in natural resources or agriculture fieldwork is preferred. Knowledge of and experience working with agricultural producers and practices is preferred.

Desired Qualifications:

- Exceptional computer skills (G-suite, Microsoft Office Suite, GIS)
- Excellent organizational, time management, written and verbal communication skills.
- Work cooperatively with other staff and outside entities.
- Must be able to work efficiently outdoors in varying conditions and rough terrain; approximately 40% office-related activities and 60% field-related activities.
- Working knowledge of ArcMap preferred
- Able and willing to work efficiently outdoors in varying conditions and terrain.
- Able to lift and handle materials up to 50 pounds without assistance.
- Maintain a valid driver's license and safe driving record.
- Selected candidate must pass a federal background check, must have a reliable personal vehicle to get to work and use for work activities when a work vehicle is unavailable.

COMPENSATION PACKAGE:

Salary: \$22/hour, commensurate with education and experience.

Opportunity to increase annually with grant renewal as additional training and qualifications are met.

Mileage reimbursement for business related use of personal vehicle.

Benefits:

Worker's Compensation Insurance coverage.

Unemployment Insurance coverage.

Company cell phone.

\$300/ monthly health insurance stipend.

WORKING CONDITIONS:

Position is supervised by the District Manager of the Monroe Conservation District. Employment will require completion of a work agreement and annual performance evaluations. Position is expected to have a daily presence in the office during regular hours of 8:00 am – 4:30 pm and may have the option to telework as approved by management or in instances where office capacity is limited. Regular travel to farm locations within Monroe County, out of county trainings and meeting, as well as attendance at multiple 2-day events with over-night stay is required.

Please send a cover letter (briefly describing your interest in the job and relevant qualifications), resume and three references packaged in a single PDF document titled:

“Conservation Specialist Application: [Name]/ [Date]”

to Brittany Santure, District Manager at monroecd@macd.org

Please do not hesitate to contact the Monroe Conservation District at (734) 265-9311 with any questions.