



## *VERMILLION/PARKE SOIL HEALTH ALLIANCE*

**Position Announcement:** Vermillion/Parke Soil Health Alliance, a joint venture between Vermillion County and Parke County SWCDs, is seeking a full-time Conservation Resource Technician. The incumbent will be an employee of Vermillion County and directed and supervised by the Vermillion SWCD and Parke SWCD District Administrators and the Board of Supervisors of the Vermillion and Parke County Soil and Water Conservation Districts.

**Open Date:** 5/20/2024

**Closing Date:** until filled

**General Description for Conservation Resource Technician:** We are looking for a skilled natural resources technician who can provide quality technical assistance and execute program support functions and educational outreach. The incumbent will be responsible for offering technical assistance to Vermillion and Parke County landowners covering natural resource conservation issues including, but not limited to, water quality practices, soil health recommendations, invasive species assessments and management recommendations, native plants, and wildlife habitat. Thorough tracking of assistance provided, conservation practices implemented, and program status expected.

**Preferred experience:** Completing fieldwork, providing written or verbal conservation recommendations, and tracking conservation efforts for reporting. Experience with GIS systems, including creating maps. Knowledge of Western Indiana native species and ability to identify common invasive species. Ability to multi-task, prioritize heavy workloads and adapt to shifting priorities. Creative problem-solving and willingness to try new methods. Experience in public speaking, developing and delivering educational lessons on conservation topics, and developing written educational materials (newsletter articles, press releases, info/tip sheets, etc.) is a plus.

### **Duties:**

- Performs water quality monitoring/testing of Vermillion and Parke County rivers, streams, and other designated areas.
- Completes research for writing grants for additional funding, including IDEM Section 319 and Clean Water Indiana grants.
- Implements cost-sharing applications and programs to assist land-owners in the proper installation of awarded grant-funded best management practices
- Works in coordination with department staff to create programs in response to local urban resource issues and needs, including urban agriculture programs and invasive species efforts.
- Assists in developing and delivering educational programs, workshops, and public events. Prepares tip sheets, handouts, and technical resource library as needed.
- Assists other department personnel with technical assistance and programs and assists outreach program with publicity, news articles, and public functions.
- Enters progress reporting management system data on the computer, preparing monthly progress reports of conservation measures planned/applied and soil saved for all project sites.
- Prepares reports to fulfill grant requirements as needed. Prepares and submits narrative of activities for SWCD Board, preparing written reports, oral presentations, and answering questions.

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- Periodically prepares and makes public speaking presentations to various community groups as requested.
- Attends training sessions as assigned.
- Performs related duties as assigned.

### **Knowledge:**

- Baccalaureate Degree in agronomy, natural resources, agriculture, resource planning, environmental science, soil science, or a related area, or equivalent combination of education and experience.
- Hands-on experience and working knowledge of agriculture, soil health, native plants, watersheds, invasive species, and their management.
- Working knowledge of SWCD policies, procedures and legal requirements, and natural resource, conservation or environmental planning, plant sciences, soils, water quality practices, urban agriculture/gardening, and ability to apply such knowledge in providing information and technical assistance to urban/suburban landowners/users.
- Working knowledge of standard English grammar, spelling, punctuation, and Microsoft Office knowledge.
- Ability to effectively communicate orally and in writing with co-workers, other County departments, SWCD Board, related agencies/departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to provide public access to or maintain department information/records confidentiality according to state and federal requirements.
- Ability to work with others in a team environment and maintain appropriate, respectful interrelationships with co-workers.
- Ability to occasionally work weekend and/or evening hours and occasionally travel out of town for meetings and training, occasionally overnight.
- Possession of a valid Indiana driver's license and demonstrated safe driving record.

**Personal Work Relationships:** Incumbent maintains communication with Supervisors, co-workers, personnel from other government and social agencies, and members of the public for a variety of purposes, including assisting land users with erosion control structure designs, supplying data assistance, and providing and receiving information concerning building purposes, drainage and septic systems, and other environmental issues affecting natural resources. Incumbent reports directly to Vermillion and Parke SWCD Administrators.

**Physical Effort and Work Environment:** The incumbent performs duties in a standard office environment and often outdoors/in the field, inspecting conservation conditions with exposure to outside elements. Regular duties involve sitting/walking at will, standing/walking for long periods, lifting/carrying objects weighing less than 25 pounds, keyboarding, speaking clearly, and hearing sounds/communication.

### **Position Details and Application Procedures:**

Incumbents must be able to pass a Federal Background Check and must be willing to have fingerprints taken for access to the Federal Computer System.

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Compensation for this position is salaried at \$35,000 per year with benefits and is a grant-funded, 1-year position with the opportunity for extension based on grant funding. Vermillion County full-time employees receive a competitive benefits package, including health insurance, paid time off and sick leave, retirement contributions, and more. Normal work hours will be Monday-Friday, 8:00 am -4:00 pm. Resumes will be considered until the closing date or until the position is filled. **To be considered, a resume, cover letter, and 3 references are required.** The cover letter should specifically speak to how your skills and experience meet the requirements for the duties of this role.

Submit Cover Letter and Resume to:

**Via US Mail:**

Vermillion County SWCD  
Attn: CRT Application  
POB 86  
Newport, IN 47966

**Via email:**

vermillion@iaswcd.org, Subject Line: Conservation Technician Applicant

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