



Forestry & Conservation Technical Assistance Provider (TAP) (Part-Time Grant-Funded Position)

Contracting Entity

Brown County Soil & Water Conservation District (BCSWCD)

Funding Source

Lake Monroe Water Fund (LMWF) – US Forest Service Landscape Scale Restoration Grant

Grant Period: May 1, 2025 – April 30, 2028

Position is contingent upon continued federal grant funding.

Position Summary

The Brown County Soil & Water Conservation District seeks a part-time Forestry & Conservation Technical Assistance Provider (TAP) to support implementation of the Indiana Forests to Faucets – Native Landscapes for Clean Water project in partnership with the Lake Monroe Water Fund. This position provides direct technical assistance to private rural landowners, coordinates outreach and educational events, and supports reporting requirements associated with a federal US Forest Service grant.

The TAP will focus on improving forest health, water quality, riparian function, and invasive species management on non-federal rural lands, primarily within Brown County and the Lake Monroe watershed.

Work Schedule

- Part-time, flexible schedule
- Estimated 15-20 hours per week, depending on workload and seasonal needs
- Occasional evening and weekend hours may be required to support workshops, field days, and landowner meetings.
- BCSWCD will provide office space in Nashville, Indiana. The position may be eligible for a hybrid work arrangement following an initial establishment period; however, weekly fieldwork and in-person meetings are required.

Essential TAP Duties & Responsibilities

1. Landowner Technical Assistance

- Provide one-on-one technical assistance to at least 25 private landowners before Dec 31, 2027, impacting a minimum of 250 acres of rural forest land
- Conduct site visits, consultations, and follow-up meetings with landowners
- Develop/write individualized, actionable forest and land management plans
- Provide guidance on:
 - Invasive plant species identification and mitigation
 - Riparian forest management
 - Soil health and water quality best management practices
- Refer landowners to partner programs and resources (e.g., Classified Forest & Wildlands, NRCS, Let the Sun Shine In, Forestry for the Birds, etc.)

- Maintain accurate electronic records of landowner plans and activities, required for reporting to LMWF

2. Project ReTree Coordination – Nashville, Indiana

- Coordinate implementation of Project ReTree, a community-based initiative focused on the removal of invasive tree species on Town of Nashville-owned properties and replacement with native trees
- Work closely with the Town of Nashville, Nashville Tree Board, contractors, and project partners to support project planning and implementation
- Attend and provide updates at Nashville Tree Board meetings as requested
- Coordinate and manage volunteer recruitment, scheduling, training, and on-site support for invasive tree removal and native tree planting activities
- Serve as a point of contact for business owners, residents, and the general public, providing clear and consistent information about:
 - Why invasive tree removal is necessary
 - The benefits of native tree replacement
 - Project timelines and expected outcomes
- Support community education and outreach efforts related to Project ReTree through meetings, events, and informal engagement in partnership with the Town of Nashville

3. Outreach, Education & Event Support

- Coordinate with BCSWCD staff, LMWF, and partners to:
 - Plan and serve as primary organizer for at least two half-day training workshops or field days in Brown County
 - Assist with six (6) additional 1–2 hour outreach or educational events
- Support promotion, logistics, and on-site facilitation of events
- Create outreach materials for landowners (print and digital content)

4. Coordination & Grant Compliance

- Track all project activities, landowner contacts, acreage impacted, and hours worked
- Provide documentation needed for Project Performance Reports
- Ensure all work complies with applicable federal, state, and local regulations
- Coordinate regularly with the BCSWCD District Manager and LMWF
- Participate in partner meetings as needed

Required Qualifications

- College degree in forestry, natural resources, conservation, environmental science, or a related field
- 5+ years working with private landowners and/or agricultural/rural communities
- Specialized knowledge of forest health, invasive species management, and conservation best practices
- Experience writing clear, actionable land or forest management plans based on site assessments, conservation best practices, and landowner goals
- Ability to work independently and manage multiple field-based tasks

- Strong communication and organizational skills
- Valid driver's license. Position involves travel between project sites within Brown County and surrounding counties using a personal vehicle; eligible mileage will be reimbursed at the federal rate (currently .70/per mile), in accordance with BCSWCD policy.

Preferred Qualifications

- Experience with cost-share or conservation incentive programs (NRCS, CWI, LARE, Classified Forest, etc.)
- Familiarity with Indiana forestry and watershed programs
- Experience with community outreach, planning field days/workshops, or adult education
- GIS, mapping, or natural resource planning experience

Pay Structure & Deliverable-Based Compensation

This position is paid on an hourly basis, with compensation aligned to grant-eligible deliverables.

Pay Range

\$40-45 per hour, based on experience and expected seasonal flow; not to exceed \$80,000 in total for the entire duration of the position.

Anticipated Deliverable Benchmarks (from hire date to Dec 31, 2027)

- Technical assistance to 25+ landowners
- Development of 25 individualized land management plans
- Completion of 2 half-day workshop/field day
- Support for 6 additional outreach events
- Documentation and reporting support aligned with biannual performance reports

Hours worked must be directly attributable to grant activities and documented for reimbursement purposes. No indirect or administrative overhead costs are reimbursable under this grant.

Supervision

This position is supervised by the BCSWCD District Manager, with coordination and reporting support provided to the Lake Monroe Water Fund.

Conditions

- This is a grant-funded, non-exempt, part-time 1099 contract position.
- Continuation of the position is contingent upon the TAP's performance and federal funding being available
- The TAP is not considered a federal employee

Interested parties, please send a cover letter, resume, 3 references, and examples of a management plan and outreach materials

to Katie Starr at katie-starr@iaswcd.org by Friday, January 30, 2026 5pm.

Interviews will be the first week of February with an anticipated start date of Feb 9th.