



## **Position Announcement**

### ***Conservation Specialist***

The primary roles for this position will be to provide conservation assistance to the public, develop and deliver information and education programs, and to complete conservation related technical activities. A successful applicant should be able to demonstrate the ability to develop and implement projects and programs on one's own initiative.

#### **Duties and Responsibilities**

- Provide technical assistance for forest landowners, in part by coordinating with other professionals. Develop and implement a formal forestry program for the SWCD.
- Assist with stream restoration projects, wetland conservation, water sampling, surveying, state buffer law, and other technical tasks.
- Develop and deliver information and education programs.
- Develop the ability to design and install conservation practices.
- Seek out and apply for any grants that could be utilized by the SWCD for conservation projects.
- Assist with SWCD native tree and shrub sale.
- Project management tasks including managing grants, contracts, and budgets.
- Assist with the development and implementation of the St. Louis River Watershed One Watershed, One Plan.
- Other duties as assigned.

**Closing Date:** March 11<sup>th</sup>, 2022

**Location:** Duluth, MN

**Employment Conditions:** Full-time. Any positions filled will be dependent on availability of funds, performance, and organizational needs. There will be a six-month probationary period.

#### **Salary:**

\$45,000 - \$50,000 per year starting salary depending on experience and qualifications.

#### **Benefits:**

Health Insurance, Vacation, Sick Leave, Retirement, and Minnesota Deferred Compensation Program.

#### **Minimum Qualifications:**

1. This position requires a degree in a natural resources or physical science related field.
2. Knowledge and experience with forestry issues, natural resources management, native plants, water resources, and conservation programs.
3. Be a self-starter with a genuine desire to make a long-term impact on natural resource management.
4. Ability to work independently with minimal supervision while seeking and following

direction to ensure work quality.

5. Effective oral communication, written communication, computer, and problem-solving skills.
6. Ability to work with ArcView, paper maps, and physical filing and record systems, as well as with Microsoft Office and computerized communications and calendaring.
7. Knowledge and experience with information and education concepts.
8. Knowledge of grant application and project management procedures.
9. Must be willing to work long hours in varied conditions and terrain. Must be willing to stay overnight and travel on limited duration trips throughout Northeast Minnesota. Must be willing and able to carry 50 lbs. over uneven terrain.
10. Requires a Class D Driver's License: a single unit vehicle with a gross vehicle weight of less than 26,000 pounds. This is a basic driver's license.
11. Requires occasionally lifting such articles as file boxes and heavy hand tools or heavier materials with help from others and/or lifting and carrying light objects frequently. Even though the weights being lifted may only be a negligible amount, a job in this category may require walking or standing to a significant degree or may involve sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

**Please send (electronic preferred) a resume and letter of interest by close of business on Friday March 11, 2022 to:**

R.C. Boheim, District Manager  
RC.Boheim@southstlouisswcd.org

Please include a copy of your DD214 if you are applying for Veteran's preference points.

The South St. Louis SWCD is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the SWCD will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.