



## **SOUTH ST. LOUIS SOIL & WATER CONSERVATION DISTRICT POSITION ANNOUNCEMENT/DESCRIPTION**

**Position Title:** Conservation Specialist - Forestry  
**Status/FLSA:** Full time - 40 hours per week/Non-exempt  
**Hourly Pay Rate:** \$50,000 to \$55,000 – Dependent on experience & qualifications  
**Location:** Duluth, MN

We are adding to our multi-disciplinary team of conservation professionals. This position will work in all aspects of our conservation programs. However, the primary technical role will be forestry. This is a position for someone that wants to work in forestry but also wants to be involved in lots of other activities.

### **GENERAL STATEMENT OF DUTIES**

This position coordinates and leads technical assistance efforts for initiatives such as woodland stewardship planning, forest management and restoration, and conservation easement enrollment. This position also plays a critical role in coordinating the St. Louis River Comprehensive Watershed Management Plan, including supporting financial reporting, committee coordination, and grant implementation. The role includes additional general SWCD conservation responsibilities such as wetland conservation act technical assistance, and education.

### **DUTIES AND RESPONSIBILITIES.**

- Conduct site assessments of private lands to identify forest health concerns and management needs and determine eligibility for local, state or federal cost-share programs.
- Develop site-specific forest management plans and/or practice plans for private lands using approved Natural Resources Conservation Service (NRCS) practice standards. Assist landowners with NRCS Environmental Quality Incentive Program (EQIP) applications and provide technical assistance and consultation for project implementation.
- Develop woodland stewardship plans to be registered with the MN Department of Natural Resources (DNR) Private Forest Management (PFM) program and assist landowners with enrollment in Sustainable Forestry Incentive Act Program (SFIA) and/or 2C land classification.
- Use private land prioritization tools and other applicable GIS and technical data to identify potential program participants for watershed-based initiatives.
- Conduct targeted outreach activities such as mailings, workshops, field demonstrations, and tours to increase landowner participation and knowledge of local issues.
- Provide coordination, administrative and reporting support for St. Louis River Comprehensive Watershed Management Plan.
- Coordinate with local partners and municipalities on forestry and invasive species initiatives, including emerald ash borer response and CWMA collaboration. Represent South St. Louis SWCD within local forestry collaboratives and working groups.
- Assist with water sampling, wetland conservation, stream assessments, buffer compliance, surveying, native tree & shrub sale, and other SWCD conservation activities.
- Other duties assigned by the District Manager.

## **ESSENTIAL JOB FUNCTIONS**

1. Develop and maintain professional relationships with landowners, staff, SWCD board members, partner agencies, and funding sources.
2. Work independently and manage multiple complex projects with integrity and efficiency.
3. Documents all project information and work time using the SWCD project/time management system.
4. Work outside in all weather conditions and on rough terrain.
5. Must be willing to work long hours in varied conditions and terrain. Must be willing to occasionally stay overnight and travel on limited-duration trips throughout Northeast Minnesota.
6. Able to lift up to 60 pounds on a regular basis. 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.
7. 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.

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree in forestry or natural resources field OR equivalent experience.
- Extensive knowledge of forest management practices and plans and be a Certified Minnesota DNR Woodland Stewardship Plan writer or be able to obtain certification within one year.
- Be a self-starter with a genuine desire to make a long-term impact on natural resource management.
- Familiarity with federal and state landowner incentive programs.
- Proficient in computer applications, including ArcGIS as well as other mapping programs.
- Strong written and oral communication skills.
- Works well in a team environment and can successfully work independently meeting deadlines.

## **PREFERRED QUALIFICATIONS**

- Current USDA NRCS Job Approval Authority (JAA) in relevant forestry practices or able to obtain within one year

## **PAY RATE AND BENEFITS**

This is a full-time position based at the South St. Louis SWCD office at 4215 Enterprise Circle, Duluth, MN 55811. Current benefits include Health Insurance, Vacation, Sick Leave, PERA Retirement, and Minnesota Deferred Compensation Program.

## **VETERANS PREFERENCE POINTS**

The SWCD gives veterans preference points to eligible applicants during the application screening. Although this is not a Federal position, please include a Standard Form 15 and applicable documentation if you are applying for Veteran's preference points.

**Please send (electronic preferred) a resume and cover letter by close of business on July 9, 2025 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.