



Kanabec Soil & Water Conservation District

www.KanabecSWCD.org

2008 Mahogany Street, Suite 3

Mora, MN 55051

(320) 679-3982

Deanna@KanabecSWCD.org

Job Announcement:

POSITION TITLE: Conservation Assistant

APPLICATION DEADLINE: 4:30 p.m., Monday, April 2, 2018

POSITION CLASSIFICATION: Seasonal Full Time, mid-May -> mid-August, 2018
Will involve evening and weekend duties on a 40 hour per week basis.

POSITION LOCATION: Kanabec SWCD, Mora, MN

POSITION SALARY: \$12.00 per hour, No Benefits

THE POSITION:

This Kanabec SWCD 2018 Seasonal Conservation Assistant will encompass a variety of natural resources technical duties. The approximate time split for this position will be 60% on Aquatic Invasive Species (AIS) boat inspection and education; 20% on surface water quality monitoring and 20% on a county culvert inventory or other duties as assigned. Other duties may include working with the Kanabec SWCD staff or conservation partners on educational/outreach activities or assistance on conservation practice survey, construction or land owner visits. This position is expected to work independently, be reliable and responsible for completing assigned tasks. Will also work in a team environment and in coordination with other conservation professionals on conservation education, water quality monitoring and independently inventorying resources. We are looking for an individual with great interpersonal and communication skills as necessary to promote conservation education in coordination with our many diverse volunteers and partners. Interpersonal skills favored are courteousness and the ability to independently engage the public in voluntary activities. This position provides educational outreach, accurate and reliable conservation assistance under policies established by the Kanabec Soil and Water Conservation District. Specific duties of this position are expected to change as the needs of the District change. AIS training will be provided by the MN – Department of Natural Resources (DNR).

Position typical duties:

- ✓ Experience in working with a Geographic Positioning System (GPS) unit and downloading data into ArcGIS – ArcMap is preferred.
- ✓ Be able to work in outdoors in all weather conditions.

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- ✓ Possess the physical ability to lift upwards of 50#, bend, stretch, reach, squat and stand for extended periods of time.
- ✓ Interest or experience in the Natural Resources profession is preferred.
- ✓ Utilize Civic Governance principles in coordinating conservation with our partners and land owners.
- ✓ Water quality monitoring will require following standards of protocol. Training will be provided by SWCD staff and/or MN Pollution Control Agency (MPCA) resources.
- ✓ Will assist in coordinating water quality monitoring with volunteer monitors.
- ✓ Possess the skill to work with upset clients in a calm and civil manner.
- ✓ Will coordinate a 'Starry Trek - Starry Stonewort' educational monitoring event, similar to the 2017 event held State-wide.
- ✓ Will involve evening and weekend duties. This position will be required to work all weekends (including Holidays) with the exception of two weekends throughout the summer. Holidays will be compensated at 1.5 times the regular salary.
- ✓ Assist with other conservation staff on land owner contacts and communications, including phone calls, follow-up correspondence as needed to coordinate outreach, education and project implementation.
- ✓ Assist in well and water quality monitoring.
- ✓ Assist in delivering educational programs in Kanabec County. A few examples include field days, the County Fair, AIS education and conservation tours.
- ✓ Assist with numerous other assigned duties.

MINIMUM QUALIFICATIONS - Applicants must possess:

- ✓ A High School Diploma or GED is required.
- ✓ Great interpersonal skills are required in working with the public, lake association members and our conservation partners.
- ✓ Ability to work independently, be reliable and responsible for completing tasks on time and accurately.
- ✓ Use of Microsoft computer programs for tracking Aquatic Invasive Species (AIS) boat inspections, time tracking and other reports as needed.
- ✓ A valid Minnesota Drivers' License with a good driving record is required.
- ✓ A personal vehicle will be used at times to complete job duties. Mileage will be paid at the \$0.545/mile rate.

APPLICATION PROCEDURES: - Supply a letter of introduction and resume to the above address by 4:30 p.m., Monday, April 2, 2018. Selected candidates will be invited for an interview. Visit our website at www.KanabecSWCD.org, to learn more about our Mission or call (320) 679-3982 for inquiries.

CONDITIONS OF ANNOUNCEMENT - The Kanabec SWCD reserves the right to make changes to the content of this position announcement without notification and may at any time withdraw the announcement.

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REASONABLE ACCOMMODATIONS - Contact the Kanabec SWCD to arrange reasonable accommodations to complete an application or attend an interview at (320) 679-3982.

EQUAL EMPLOYMENT OPPORTUNITY - Candidates will be considered without discrimination for any non- merit reason such as race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital or familial status or membership or non-membership in an employee organization.