



317-773-2181

1717 Pleasant St., Suite 100 ° Noblesville ° IN ° 46060-3626

Position Announcement

Hamilton County Soil and Water Conservation District is seeking a Part-time Conservation Technician and Outreach Assistant. The incumbent will be an employee of Hamilton County and directed and supervised by the Conservation Administrator and the Board Supervisors of the Hamilton County Soil and Water Conservation District.

Open Date: 1/31/18

Closing Date: until filled

General Description for Conservation Technician and Outreach Assistant

The Conservation Outreach Coordinator position is responsible for providing technical assistance and conservation outreach, assisting with developing and implementing conservation education programs, and promoting and protecting natural resources. We are looking for a courteous, organized, detailed oriented individual that is good with people and is willing to assist in the field, in the office, and at educational events. This person should also be enthusiastic, hardworking, and good with their hands or crafty.

www.hamiltonswcd.org.

Duties:

- Assists staff in providing conservation technical assistance and information to landowners/users about conservation practices.
- Assists with coordination and/or presentation of conservation education programs, classroom activities, teacher workshops, and adult education programs, including scheduling and arranging tours, field days, fair displays, and/or meetings.
- Promotes conservation practices, including assisting with newsletters, articles, and informative brochures; developing displays, exhibits, and curriculum on natural resources; and establishing and promoting the use of outdoor laboratories.
- Assists in organizing, implementing, and participating in public events, SWCD annual meeting, soil trailer program, and Envirothon competitions.
- Assists with development/fulfillment of outreach programs with publicity, press releases, social media posting, and at public functions.
- Updates and helps maintain department website, social media presence, press releases including posting public events information as needed.
- Assists in preparation of grant proposals and donation requests for funding of projects.
- Answers telephone and greets office visitors, providing information and assistance, and responds to natural resource inquiries or directs inquiry to appropriate staff or partners. Assists other SWCD personnel with programs as needed.
- Maintains records of activities, contacts, and progress. Prepares/submits monthly narrative of activities for SWCD Board, making a written report, oral presentations, and comments as appropriate.

Knowledge:

- High school diploma or GED and a minimum of two years of experience with education and/or outreach programs, or equivalent combination of education and experience.
- Ability to speak comfortably in front of groups, both small and large, of all ages on topics of conservation.
- Ability to understand, memorize, retain and follow oral or written instructions.
- Ability to learn and understand the basics of SWCD policies, procedures and legal requirements, and natural resource, conservation or environmental planning, plant sciences, soils, water quality practices, urban agriculture/gardening, pollution prevention, and storm water management and ability to apply such knowledge various projects and programs to landowners/users.
- Working knowledge of standard English grammar, spelling and punctuation, and 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 prepare news releases, informational packets and displays, and assist with planning and presentation of educational programs and workshops. Ability to file, post, mail materials, and maintain accurate records as required. Working knowledge of computer use and Microsoft Office Suite.
- Ability to work independently with minimal supervision. Ability to work with others in a team environment, and maintain appropriate, respectful interrelationships with co-workers and partners.
- 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 maintain confidentiality of department information/records according to state requirements.
- Ability to work on several tasks at the same time, often under time pressure, and complete assignments effectively amidst frequent distractions and interruptions.
- Ability to occasionally work extended, 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.

Position Details and Application Procedures

Hourly rate \$11.00 - \$13.50. Compensation will be based on experience. Hamilton County part time employees receive no additional benefits. Resumes will be considered starting January 31st or until position is filled. To be considered, a completed application is required. Please review the full position description, apply for this position, and upload cover letter plus resume by visiting <https://jobs.hamiltoncounty.in.gov>.