

**Polk Soil and Water Conservation District  
JOB VACANCY ANNOUNCEMENT**

**Position Title:** Easter Lake Project Coordinator

**Application deadline:** September 24, 2021

**Position Classification:** Full-time, grant funded position through December 2024

**Position Location:** Polk SWCD Office in Ankeny, Iowa

**Position Salary:** Salary based on attributes of the successful candidate- minimum salary \$48,700

**Position Benefits:** Health, Retirement, Paid Sick, Holiday and Vacation Time

**Contact:** Polk Soil & Water Conservation District (SWCD)  
1513 North Ankeny Blvd, Ste. 3  
Ankeny, IA 50023  
Phone: (515) 964-1883 ext. 3

**Hours:** Full time, 40 hours per week (no overtime).   **Number of openings:** (1) One

**Method of application:** Submit resume, cover letter & 3 references to the Polk SWCD by 4:30 p.m. on September 24th, 2021 by email to [polkswcdiowa@gmail.com](mailto:polkswcdiowa@gmail.com)

**Job Description:** The employee will manage and coordinate the activities of the Easter Lake Watershed Project, a partnership between Polk SWCD, City of Des Moines, Polk County Conservation, the Iowa Department of Natural Resources, Iowa Department of Agriculture & Land Stewardship's Division of Soil Conservation and Water Quality, and the Natural Resources Conservation Service.

This is an intermediate to advanced position that will work with a team to provide technical expertise to manage and implement the Easter Lake Watershed Project. The employee will focus on the technical one-on-one site visits and installation of infiltration-based best management practices. The employee carries out all phases of implementing best management practices for urban storm water runoff. Duties will be performed during normal weekday business hours. Some evening and weekend work is required. This is a project position with potential to renew the project agreement, and the employee will serve "at will".

**The successful candidate should:**

Have knowledge of principles, practices, terminology, and techniques of urban conservation best management practices. They will be able to administer, maintain quality control, and develop effective lines of communication while involving many partners at the federal, state, and local levels. Work one on one with landowners, city staff, and other decision makers to facilitate the adoption of best management practices. Cooperates with project partners and commissioners to complete annual plan of operations and budgets. Submits periodic reports, as specified by contract, including annual and final reports. Present annual reports to the public and sponsoring agencies. Research, plans and conducts information and education programs to raise awareness and encourage implementation of practices. Prepares newsletters, brochures, correspondence, news releases, field demonstrations, workshops and recognition programs for active participants. Evaluate past accomplishments and prioritizes future project activities involving advisory board members, commissioners, and other community and agency partners.

**Required Education:** Graduation from an accredited college or university with a Bachelor's Degree in natural science and should possess a minimum of eighteen (18) semester hours of education and six (6) months of experience, or a combination of both, in any of the following areas: biological sciences, ecology, environmental science, geographical information systems, geology, hydrology, meteorology, nutrient management, regional planning, soil conservation, or water resources.

**Job Qualifications:** Applicant should be a detail orientated individual with the ability to work independently, as well as collaboratively, and prioritize work schedule. Applicant needs good communication skills, both verbal and written. Job will occasionally require walking through rough terrain and/or inclement weather conditions. Need to possess a valid driver's license. Successful candidate will undergo a Federal background investigation and fingerprint check.