Date: 8/13/2021
Title: Soil Conservation Technician
Location: Ottawa Conservation District, 16731 Ferris St, Grand Haven, MI 49417
Term of Employment: This is a full-time position funded for one year through the National Association of Conservation District with the possibility of annual grant renewal.
Start Date: September 2021
Compensation: $18-$20/hour, based on qualifications. Benefits include health insurance stipend, retirement stipend, and paid annual and sick leave.
Closing Date: Open until filled

Position Description:
The Soil Conservation Technician furthers the mission of the Ottawa Conservation District by assisting with implementing conservation practices on agricultural land. The technician will fulfill these duties by assisting with projects such as the Regional Conservation Partnership Program (RCPP), Farm Bill programs of the Natural Resources Conservation Service (NRCS), the Michigan Agriculture Environmental Assurance Program (MAEAP), and the Crockery/Sand Creek Restoration Program. The Soil Conservation Technician is responsible for conducting farm site visits, identifying resource concerns, and assisting farmers in making progress toward implementing conservation practices.

Qualifications:
• Education and/or work experience equivalent to a bachelor’s degree in Agri-science, geology, natural resource management or related degree
• Experience providing advice on integrating multiple conservation practices using established client objectives and installing and maintaining agricultural land soil and water conservation measures on farms and ranches
• Demonstrated ability to work directly with private landowners and/or agricultural producers
• Proficient computer skills and working knowledge of Microsoft programs and GIS software
• Maintain a valid driver’s license and clean driving record
• Able to work outdoors in a variety of conditions and terrains
• Excellent verbal and written communication skills

Preferred Abilities:
• Experience with cover crops and other common agricultural conservation practices
• Exhibit excellent social and interpersonal skills; relates effectively to diverse clientele and work groups
• Able to work independently without direct supervision and as part of a team
• Strong organizational skills
• General understanding of various agricultural operations (cropping, livestock, etc.)

To Apply:
Send cover letter, resume, and three references as a single PDF to ottawacd@macd.org with the subject line “Soil Conservation Technician” Application open until a qualified candidate is found.

If you have any questions, please call Megan Boos at (616) 842-5852 x5
Position Summary
The Soil Conservation Technician furthers the mission of the Ottawa Conservation District (OCD) by assisting with implementing conservation practices on agricultural land. The technician will fulfill these duties by assisting with projects such as the Regional Conservation Partnership Program (RCPP), Farm Bill programs of the Natural Resources Conservation Service (NRCS), the Michigan Agriculture Environmental Assurance Program (MAEAP), and the Crockery/Sand Creek Restoration Program. The Soil Conservation Technician is responsible for conducting farm site visits, identifying resource concerns, and assisting farmers in making progress toward implementing conservation practices.

Primary Responsibilities and Duties
- Work closely with NRCS to provide the technical assistance to producers so they have access to various Farm Bill programs and financial assistance
- Coordinate producer participation in financial assistance programs in Ottawa County and be familiar with offered EQIP practices through the Farmland and Water Quality Conservation Initiative
- Assist with eligibility certification, application processing, contract modifications, monitor contract progress, and record maintenance
- Conduct site visits on Ottawa County farms, greenhouses, and forests as requested by landowners
- Work with landowners and managers to develop EQIP applications to address resource concerns
- Maintain accurate records within NRCS standards and keep a well-organized filing system for those records
- Promote cover crops, no till, irrigation water management, and other stewardship practices with presentations and displays at District and partner events and through social media, print, and other means
- Assist landowners in developing various conservation plans for their farms
- Track and report on project deliverables to multiple internal and partner organizations
- Collaborate with and support staff and partners to promote offered programs and inform diverse audiences on the importance of sustainable agriculture in Ottawa County
- Perform other essential activities as required by OCD and NRCS

Other Functions
- Assist OCD and NRCS staff with other programs such as annual meeting, newsletters, walk-in customers, answering telephones, general office upkeep and other duties as assigned by the Ottawa Conservation District Executive Director
- Assist in the preparation of District records, reports, and annual & long-range work plans
- Prepare and provide presentations to groups on soil and water conservation topics as requested
- Prepare news articles or social media posts of local interest about general conservation subjects including notices of upcoming events, demonstrations, and workshops
**Working Conditions**
The primary workplace is in a typical office setting at the Ottawa Conservation District in Grand Haven, MI. The Technical Assistant will frequently be on farms, which may involve traversing uneven, boggy, and submerged terrain in a wide range of air temperatures and weather. Typical work schedule is M-F 8:00AM-4:30PM, but events and client schedules may require flexibility, including the need to work some evenings and weekends. The Technical Assistant may occasionally be in the vicinity of agriculture crews using hand tools, power equipment, and harvest machinery. Occasional involvement in hands-on field work may be required.

**Relationships**
This position is supervised by the Ottawa Conservation District Executive Director and works in concert with local NRCS staff. The Technical Assistant will develop and maintain relationships with partner organizations (NRCS, Farm Bureau, Macatawa Area Coordinating Council, and others) to further the mission of MAEAP in Ottawa County.