



Ottawa Conservation District
Position Announcement

The Ottawa Conservation District is seeking a Project Manager to work out of the Ottawa Conservation District. This position will implement the Farmland and Water Quality Conservation Initiative across Ottawa County.

Date: September 9th, 2021

Title: Project Manager

Location: Ottawa Conservation District, 16731 Ferris St, Grand Haven, MI 49417

Position Details: This is a full time, grant-funded and benefited position with opportunities for future grant renewal.

Start Date:

Compensation: \$24-\$26/hour, based on qualifications. Benefits include health insurance and retirement stipends and paid annual and sick leave.

Closing Date: September 27th, 2021 @ 5:00pm

Position Summary

The Project Manager furthers the mission of the Ottawa Conservation District (OCD) by serving as a local natural resource expert who facilitates producer participation in the Farmland and Water Quality Conservation Initiative by managing all aspects of the project. The Project Manager is responsible for assisting producers with the EQIP application and implementation process, coordinating closely with Natural Resource Conservation Service (NRCS) staff, supervising staff, and handling all aspects of project outcomes tracking and reporting. The Project Manager is also responsible for collaborating with OCD staff to promote other initiatives throughout Ottawa County, Michigan.

Primary Responsibilities and Duties

- Work closely with the United States Department of Agriculture-Natural Resources Conservation Service (USDA-NRCS) to provide the technical assistance to producers so they can apply for EQIP funding through RCPP
- Coordinate producer participation in the Farmland and Water Quality Conservation Initiative in Ottawa County and be fully familiar with offered EQIP practices and area resource concerns
- Identify and inventory natural resources by obtaining physical data on multiple land uses such as crop history, soil erosion data, drainage characteristics, field arrangement, problem areas, land use data, and conservation practices present
- Develop natural resource conservation plans for landowners involving a variety of soil patterns and conservation practices such as contours, terraces, tilling, diversions, etc.
- Assist NRCS staff with EQIP application ranking
- Maintain accurate records within OCD and NRCS standards and keep a well-organized filing system for those records
- Supervise any other OCD staff working on the Farmland and Water Quality Conservation Initiative; assist in hiring and conducting annual reviews for staff as needed
- Provide annual reports and updates to the state RCPP Manager, and quarterly updates to partners, OCD's executive director, and local NRCS staff
- Support Conservation District programs activities, as needed
- Perform other essential activities as required by OCD and NRCS

Other Functions

- Assists office and Conservation District programs such as annual meeting, newsletter, walk-in customers, answering telephones, general office upkeep and other duties as assigned by the Ottawa Conservation District Executive Director or Board of Directors
- Assist with and promote, through public relations, District events as requested by the Executive Director or Board of Directors
- Assist in the preparation of District records, reports, and annual & long-range work plans
- Prepare news articles of local interest and 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 Project Manager 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 Project Manager 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 will work in close partnership with local NRCS staff. The Project Manager will develop and maintain relationships with partner organizations (Farm Bureau, Macatawa Area Coordinating Council, and others) to execute the Farmland and Water Quality Conservation Initiative in Ottawa County.

Required Qualifications:

- A Bachelor's degree in soil conservation or related agricultural or natural resource discipline such as agronomy, soil science, forestry, agricultural education, or agricultural engineering
- At least one year of experience applying conventional and established conservation methods and techniques to maintain or improve production while conserving soil and water resources
- At least two years of experience managing projects involving staff supervision, partner collaboration, and reporting
- Experience collaborating on, developing, and delivering agriculture education programs to a variety of audiences in diverse settings
- At least two years of experience conducting agriculture or natural resource fieldwork
- Experience working with agricultural producers to meet their management objectives by utilizing conservation practices to address on farm resource concerns

Preferred Qualifications

- Certified Conservation Planner and experience implementing multiple EQIP practices through landowner contracts
- Strong understanding of NRCS operations and functions, and knowledge of department policies and pertinent federal laws

Abilities:

- Excellent verbal and written communication skills
- 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

- Able to work efficiently outdoors in varying conditions and terrain
- Maintain a valid driver's license
- Strong organizational skills
- Proficient computer skills and knowledge of Microsoft programs and ArcMap
- Received training on how to utilize Conservation Desktop for conservation planning

To Apply:

Send cover letter, resume, and three references as a single PDF to ottawacd@macd.org with the subject line "RCPP Project Manager" Application deadline is September 27th, 2021 @ 5:00 pm

If you have any questions, please call Megan Boos at (616) 842-5852 x5

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.