

Project Coordinator Position

Washington County Soil & Water Conservation District
Salem, Indiana

The Project Coordinator is tasked with working alongside landowners and partners to advocate for and implement agricultural best management practices (BMPs) that align with community-driven conservation objectives. Additionally, the Project Coordinator will collaborate with other SWCD staff and partners to ensure the successful execution and reporting of grant deliverables.

Responsibilities:

- Implement & promote agricultural cost-share programs for land users as directed by the Washington County Soil & Water Conservation District.
- Work with landowners and land users to identify resource concerns on the landscape.
- Provide technical assistance and development of conservation plans.
- Coordinate committees of local stakeholders.
- Update a Quality Assurance Project Plan (QAPP) for the South Fork-Blue River Watershed and conduct volunteer water quality monitoring occasionally using Hoosier Riverwatch methods.
- Plan and implement public outreach and education programs to educate the public about conservation topics such as soil health, water quality, and agricultural BMPs with project partners. Public education and outreach may include presentations, brochures, flyers, news releases, newsletters, social media posts, field days and workshops.
- Prepare and submit electronic copies of grant updates as necessary with invoices, on a monthly basis. This includes tracking of grant expenses, deliverables, and in-kind match services.

Qualifications

- A college degree in agriculture, biology, or environmental sciences is preferred, but work experience in a related field may be substituted.
- Experience with ARC GIS mapping software preferred
- General knowledge of conservation best management practices (BMPs) is desirable.
- Knowledge of Microsoft Windows, Excel, Word and Outlook is required.
- Must possess excellent oral and written communication skills.
- Valid driver's license is required.

Physical Requirements

Work activities are primarily sedentary with occasional moderate physical activity. Duties may require working outside in all weather conditions and long periods of walking over rough terrain.

Compensation

This position is supported by grant funding and may end in 2026, depending on future grant renewal. Salary and total compensation will be based on experience and performance.

Please submit a resume with a cover letter and three references to:

Washington County Soil & Water Conservation District
801 Anson St.
Salem, IN 47167

Submit electronic copies to : wcdswcd20@gmail.com