Whidbey Island Conservation District
JOB ANNOUNCEMENT

Natural Resource Planner/Senior Natural Resource Planner

INTRODUCTION:
The Whidbey Island Conservation District (WICD) is seeking a Natural Resource Planner or more experienced Senior Natural Resource Planner to deliver WICD's conservation programs by providing technical assistance and conservation planning. WICD is an important part of Whidbey Island's fabric of life and serves the population in important ways involving land management and natural resource conservation. This position serves a critical role sharing expertise and resources with our island community. It is based at the WICD office in Coupeville, Whidbey Island, Washington. We are excited to find an experienced self-starter who is energetic, with a great work ethic and strong interest in becoming part of our team!

POSITION OVERVIEW:
The Natural Resource Planner/Senior Natural Resource Planner is a full-time, non-exempt hourly, benefitted position that reports directly to the Executive Director. The planner must be able to build and maintain trusted relationships while working productively with our diverse community of landowners, land managers and partners including but not limited to farmers, forest landowners, residential homeowners, community organizations, tribes, and government agencies. The primary function of this position is to provide technical assistance and resources to clients including writing conservation plans, designing conservation practices, helping landowners apply for cost-share funds, managing practice implementation projects, and performing education and outreach tasks. The planner will also assist with grant research, grant writing, project management, and other duties as assigned. Conservation work will span the natural resource priorities relevant to our island; the ideal candidate will have a working knowledge of water resources issues such as stormwater, shoreline, and/or water quality issues, as well as experience with farmland or other working lands.

SPECIFIC RESPONSIBILITIES:
- Respond to landowner and land manager requests for assistance
- Deliver technical planning assistance using the Natural Resource Conservation Service (NRCS) 9-step conservation planning process and practice standards
- Assist with securing funds from a variety of local, state, federal and NGOs to support district operations
- Support and/or perform grant-funded project administration and project management duties
- Establish and maintain strong working relationships with landowners, local partners, other conservation districts, political representatives, and community leaders as well as local, state, and federal agencies
- Provide exceptional customer service and maintain confidentiality
- Participate in outreach and educational events as needed
- Serve on relevant local, regional, or state committees as needed
- Assist with technical training of less experienced planners as needed (Senior Planner role)

ESSENTIAL QUALIFICATIONS:
- Strong background, work experience, and understanding of natural resources

- Bachelor's degree in natural resources, agriculture, environmental science or another closely related field
- 1-5 years of relevant work experience in water resource, farm, and/or forest disciplines; more for Senior level
- Knowledge of NRCS conservation practices and planning process
- NRCS/WSCC Certified Conservation Planner or ability to earn certificate within 1 year of employment
- Demonstrated ability to manage multiple, diverse issues and a proven commitment to land stewardship and conservation practice implementation on private lands
- Strong work ethic; exceptional integrity
- Ability to use good judgement and maintain confidentiality
- Experience preparing and delivering presentations to the public
- Experience using GIS mapping technology and software
- Proficiency with Microsoft Office suite (Word, Excel, PowerPoint)
- Possess a valid driver's license and a personal vehicle available for work travel

DESIRED QUALIFICATIONS:

- Excellent communication skills, both oral and written, with staff, partners, and members of the public
- Ability to work independently and cooperatively with staff, landowners, and partners
- Grant writing and project management experience, including scientific research project management skills
- Familiarity with Whidbey Island's natural resources, local agriculture, and water resource issues
- Basic understanding of WA State Growth Management Act (GMA) and critical areas protection
- Knowledge of cost-share, landowner incentive programs including WA State Conservation Commission and USDA Farm Bill programs
- Understanding of databases and CRM (Customer Relationship Management) systems, such as Smartsheet
- Experience working with public outreach programs
- Experience with meeting facilitation

WORK ENVIRONMENT:

- Shared office space; significant computer and telephone work (repetitive movement – typing)
- Frequent sitting, standing, walking on uneven ground, bending, and occasional lifting of moderate loads (up to 50 lbs)
- Regular visits to property sites (e.g. farms, forests, bluffs) and working on varied terrain in all weather conditions
- Periodic travel to events and meetings
- Availability for evening and weekend work is required, as is occasional overnight travel
- Individual must provide own transportation for work-related travel which is reimbursed per mile at current WA State rates; WICD does not own a vehicle

The incumbent must be able to perform each requirement of the position as outlined in the job description. **Essential Qualifications** are representative and essential for satisfactory job performance. The **Work Environment** characteristics are representative of those that may be encountered while on the job. WICD will make reasonable accommodations to enable individuals with disabilities to perform the essential functions of the position.

COMPENSATION AND BENEFITS:

$51,484 - $60,569 DOE for Natural Resource Planner; $59,599 - $70,116 (+ DOE) for Senior Natural Resource Planner
WICD provides sick and vacation leave; medical, dental, and vision insurance; an Edward Jones IRA Simple Retirement plan (WICD is <u>not</u> part of the WA State Public Employees Retirement System – PERS); and 12 paid holidays per year.

WORK SCHEDULE:
Typical: Monday – Friday, 8:00 am to 4:30 pm; 40 hours per week with occasional evening and/or weekend work

APPLICATION PROCEDURE:
Please submit cover letter, fillable application (available at the WICD website www.whidbeycd.org), and resumé to Michelle Maynard at michelle@whidbeycd.org ; subject line: **Natural Resource Planner**. Three professional references will be required and contacted if the applicant is selected for an interview. This position is open until filled.

ABOUT US:
The Whidbey Island Conservation District (WICD) was established in 1967 to assist landowners on Whidbey Island with conservation of natural resources. The District is a legal subdivision of the Washington State government organized under "Conservation District Law," RCW Chapter 89.08. Conservation districts are non-regulatory, thus landowner engagement is voluntary and incentive-based. WICD employees are recognized for their ability to assist the Whidbey Island community with a high level of professionalism and expertise. WICD is an Equal Opportunity Employer.