



Ionia Conservation District

431 Swartz Ct. #300, Ionia, MI 48846

Phone: 616-527-2620

Fax: 616-527-9055

www.ioniacd.org

Vacancy Announcement: Water Stewardship Technician, Full Time FTE

A minimum of a B.S. Degree in agri-science, agronomy, crop, soil science, environmental science, or horticulture with experience in natural resource or agricultural field work preferred. Dairy, livestock, or crop experience a plus. The selected candidate will provide technical assistance for the Michigan Agricultural Environmental Assurance Program and the Clean Sweep Program for the Ionia and Barry Conservation Districts. Prepares news articles, gives presentations, conducts Farm*A*Syst, Crop*A*Syst, Livestock*A*Syst assessments on farm, develops emergency farmstead management plans, coordinates Clean Sweep, coordinates pesticide container recycling.

TO APPLY:

Send resume, list of references, and letter of interest to:

Email preferred: melissa.eldridge@mi.nacdnet.net

or

Melissa Eldridge
Ionia Conservation District
431 Swartz Ct. Suite # 300
Ionia, MI 48846

Application must be received by **4 pm November 23, 2011** to be considered.

Mission

The primary responsibility of the Ionia Conservation District is to protect our natural resources by: encouraging the use of each acre of land and water within the limits of its capabilities, encouraging the treatment of each acre with the proper needs for protection and improvement, by acquainting people of the district with the importance of soil and water conservation, and providing assistance in Ionia County with conservation concerns.

Water Stewardship Program Technician

POSITION DESCRIPTION: Full time FTE

APPROVED BY BOARD ON: November 7, 2011

POSITION OBJECTIVE:

To oversee and implement all aspects of the Michigan Agricultural Environmental Assurance Program in Ionia and Barry County. This is a grant position funded 10-1-11 to 9-30-12 with intentions for annual grant renewal.

RELATIONSHIPS:

The Water Stewardship Program Technician is supervised by and reports to the Ionia Conservation District Manager. The Technician works closely with a local advisory Michigan Agricultural Environmental Assurance Program Team in developing priorities for the Program.

ESSENTIAL FUNCTIONS:

1. Coordinates all aspects of the Ionia/Barry Michigan Agricultural Environmental Assurance Program to include Clean Sweep Program. Must be fully familiar with, and adhere to, the Michigan Department of Agriculture grant agreements and guidelines for conducting programs at the local level.
2. Maintains accurate financial and administrative records and a well-organized filing system for those records.
3. Works closely with and provides staff support to the Ionia/Barry Michigan Agricultural Environmental Assurance Program Team. Will take the lead in preparing annual grant application on behalf of the team.
4. Promotes Farm*A*Syst, Crop*A*Syst, Livestock*A*Syst, MAEAP initiatives, Clean Sweep, pesticide container recycling, equipment calibration, and other locally identified stewardship practices through displays, newsletters, group presentations, demonstrations, public service announcements, news releases, radio programs and other means.
5. Conduct Farm*A*Syst, Crop*A*Syst, Livestock*A*Syst assessments and develops well-closure and water stewardship plans.
6. Assists landowners in developing emergency management plans for their farmsteads; promotes the use of emergency planning. Assist with

Clean Sweep program for Ionia and Barry County, and other activities identified by the local Michigan Agricultural Environmental Assurance Program Team as important in this program area.

OTHER FUNCTIONS:

1. Serves as the Ionia and Barry Conservation District's contact person with the Michigan Department of Agriculture and Rural Development for the purposes of the Water Stewardship.
2. Assists with the District's plant material sale and other activities per the Five Year Business Plan.
3. Assist with office and other programs as needed Annual Meeting, Newsletters, Walk-in customers, answering telephones, general office upkeep, miscellaneous sales, and anything else not specifically listed yet deemed appropriate for District or office work.
4. Develop a weekly work schedule in consultation with the District Manager.
5. Employee will assist and promote, through public relations, the District's events as requested by the District Directors and District Manager.
6. Assist in the preparation of District Records, Reports, and Annual & Long Range Work Plans.
7. Give prepared presentations to groups on soil and water conservation topics as requested.
8. Prepare news articles of local interest and about general conservation subjects including notices of upcoming demo's and workshops.

QUALIFICATIONS:

EDUCATION: A minimum of a B.S. Degree in agri-science, agronomy, crop, soil science, environmental science, or horticulture.

EXPERIENCE:

1. A minimum of two years of experience in natural resources or agricultural field work.
2. Experience working with dairy, livestock, or crop preferred.
3. Ability to interpret print materials and government policies for clients.

ABILITIES:

1. Operates a standard PC work station and effectively uses Windows-based word processing and spreadsheet software.
2. Excellent organizational and management skills.
3. Exhibits excellent social and interpersonal skills.
4. Must be able to work efficiently outdoors in varying conditions and terrain; able to lift 50 pounds.
5. Relates effectively to diverse clientele and work groups.
6. Has excellent written and verbal communication skills, must have excellent command of English language.
7. Maintains a valid driver's license.
8. Owns an operational, licensed and insured motor vehicle and is willing to use it on the job.

COMPENSATION PACKAGE:

Salary range is depending on qualifications. Benefits are negotiable. Employment will require completion of work agreement and annual performance evaluations.

TO APPLY:

Send resume, list of references, and letter of interest to:

Email preferred: melissa.eldridge@mi.nacdnet.net

Or

Melissa Eldridge
Ionia Conservation District
431 Swartz Ct. Suite # 300
Ionia, MI 48846

DEADLINE FOR APPLICATION

Application must be received by **4 pm November 23, 2011** to be considered.

The Ionia Conservation District is an equal opportunity employer and will not discriminate in employment, promotions, or compensation on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, handicap, or veteran status.