

Position Description: Program Assistant – Conservation Program



Reports to: Conservation Program Manager

Supervises: N/A

Status: Exempt, 40 hours/week

Pay: \$18.00-\$20.00/hour

OVERVIEW

This position assists in Clean River Partners' conservation program in a number of in-field and in-office ways. Primary duties will include planning and conducting outreach that educates landowners about habitat protection and restoration opportunities and planning and supporting educational events for farmers and non-farm landowners to implement conservation practices that are profitable and benefit the water, land, and climate. If you are highly organized, passionate about the environment, and want to support communities that improve our land, water, and climate, this is a great role for you!

ABOUT CLEAN RIVER PARTNERS

Clean River Partners (CRP) is an environmental nonprofit based in Northfield, MN. We envision communities that create and protect a watershed with healthy soils; safe drinking water; and clean, fishable, and swimmable rivers, lakes and streams. We partner with people and organizations to value, protect, and improve the Cannon River Watershed's land and water. Our core values of resilience, equity, and engagement guide all of our work.

ABOUT THE CONSERVATION PROGRAM

CRP's conservation program improves water quality and soil health and builds climate security and resilience. We connect farmers to conservation practices, promote habitat protection and restoration, and bring together organizations to build networks and shared vision.

ESSENTIAL RESPONSIBILITIES

- Assist and/or lead CRP's Cannon River Watershed Habitat Protection and Restoration Program including planning and facilitating partner meetings; preparing and submitting required status updates and accomplishment plans; planning and conducting outreach to local landowners; and coordinating with communications staff for outreach and publicity.
- Assist and/or lead in planning and facilitating educational events for farmers and other agricultural stakeholders. CRP's in-person and virtual educational programs and events (such as meetings, field days, workshops, and webinars) inform participants about the ecological, economic, and community benefits of conservation practices. This role will be responsible for event planning such as procuring vendors, promoting events, evaluating an event's effectiveness, and conducting follow up communications with participants.

- Working with communications staff to conduct outreach for events by providing information for promotional materials, digital and postal mailings, etc.
- Build programmatic relationships and effectively communicate with farmers and other agricultural stakeholders via telephone, email, and in-person, and maintain relationships through managing contact lists.
- Collect field data, assist in analyzing findings, and assist with producing reports of conservation-based and climate research projects focused on water quality, soil health, cover crops, emerging alternative crops, etc. exercising attention to detail and methodical practices.
- Assist communications staff in communicating the impacts of the conservation program and CRP generally through CRP's website, press releases, newspaper articles, reports, and informational pieces.
- Develop digital resources associated with the conservation program which may include interactive maps, video or audio impact stories, and other tools to engage our partners and audiences.
- Serve as a representative of the conservation program and CRP while attending meetings, workshops, and other events that overlap with CRP's mission.
- Other related tasks, as agreed.

KNOWLEDGE & SKILLS

Required

- Education: Associate's or bachelor's degree and/or 2 years of relevant work experience
- Familiarity with the ecology and management of natural habitats found throughout the Upper Midwest
- Familiar with agricultural conservation practices of the Upper Midwest
- Strong interpersonal and communication skills; capable of working effectively with the public, private and government sectors
- Ability to connect with farming and non-farming communities
- Ability to perform outdoor field work, such as collect water, soil, and forage samples, in a variety of conditions
- Comfortable with Microsoft Office Suite, WordPress, Google Suite of products, social media platforms
- Well-organized and attentive to details
- Strong writing skills
- Self-motivated and results driven
- Valid Driver's License and vehicle access—travel to sites throughout the watershed is a required part of the job. You will be required to drive your own vehicle regularly to fulfill your job duties. CRP will reimburse you mileage at the federal rate for all miles you drive on the job.

Preferred

- Educational experience from relevant agricultural or conservation program (environmental or earth science, agronomy, or related field)
- Personal experience with agriculture and related conservation activities

- Knowledge about and/or familiarity with USDA programs and governmental and/or non-governmental environmental/conservation organizations
- Experience speaking publicly
- Experience planning and facilitating public facing events
- Experience with grant writing/managing/reporting
- Experience or training in preparing/managing financial budgets
- Working capacity with ArcGIS (or other GIS platform)
- Experience in field data collection and analysis
- Proficiency in the Spanish language

WORKING ENVIRONMENT

Work is inside an office in the off-season, but indoor work can be completed in the CRP office in Northfield, MN and/or in a home office. During the growing season, much of the work performed will happen outdoors, in all conditions: walking fields, collecting water, soil, and forage samples, as well as hosting and attending field days and other public events.

HOURS OF WORK

This position is a full-time, exempt position. The hours are 40 hours a week with schedule being negotiable sometime during Clean River Partners' normal business hours of 8:30 AM – 5:00 PM Monday-Friday. Working from home will be an option on occasion.

TO APPLY

Send a resume, cover letter, and the names and contact information of three professional references to Jennifer Tonko at jobs@cleanriverpartners.org. Review of applicants will begin September 29, 2023, and continue until the position is filled. Clean River Partners is an equal opportunity employer.