

Urban Conservation Education Coordinator

Deadline to Apply: December,13 2019

Organization: Minnehaha County Conservation District

Address: 2408 E Benson Road, Sioux Falls, SD 57104

Job Type: Full-time (40 Hrs.) Pay: \$19 to \$25 per hr.

Overview: The purpose of this position is to develop exceptional learning experiences, create long-lasting partnerships, and inspire lifelong environmental and community stewardship among community members, agricultural producers and landowners.

This is a new position for all entities. The Education Coordinator will be responsible for implementing methods of urban conservation and education by accomplishing the following project objectives: promotion of direct marketing/farm to table, low impact development practices, wildlife habitat and native plantings, water quality, as well as review of city ordinances standards and policies to increase conservation efforts. The education coordinator will explore solutions for improving the sustainability and health of cities and urban areas by establishing public and private partnerships.

This is a three-year grant-funded position. The Minnehaha Conservation District (MCD), the City of Sioux Falls, and United States Department of Agriculture – Natural Resources Conservation Service (USDA-NRCS) are partnering together for this position. The MCD will employ the education coordinator while the City of Sioux Falls will provide office space and city resources, NRCS will provide planning and technical support. Salary and Benefits commensurate with experience and education.

Reports to: John Parker, Director of Minnehaha Conservation District

Work location: City of Sioux Falls, 1015 E. Chambers St. Sioux Falls, SD

Responsibilities:

Program Operations and Communication

- Create and manage efficient internal systems of communication and program operations
- Support regular communication between MCD, USDA-NRCS and City of Sioux Falls.
- Maintain various social media platforms.
- Create and support external partnership relations.

- Develop and coordinate informative meetings, educational events and public awareness campaigns.
- Promote and implement USDA-NRCS programs.
- Provide monthly reports to MCD Board of Supervisors and City Council

Qualifications:

Required:

- Proficiency in planning, organization, and project management
- Valid driver's License, and reliable vehicle with proof of insurance reliable vehicle
- All candidates subject to drug screening and background check.
- Ability to take initiative and prioritize tasks
- Excellent time management and proactive problem-solving skills
- Competent written and oral communication skills
- Proficiency with Microsoft Office and social media apps
- Accurate typing/keyboarding skills with close attention to detail
- Support diversity, equity and inclusion
- Experience in engaging with diverse communities
- Ability to maintain confidentiality of sensitive information
- Ability to comply with and maintain a smoke free and drug free work environment

Desired:

- Degree beyond high school
- Knowledge and ability to implement social media and marketing skills.
- Five or more years of administrative work and/or education experience.

APPLICATION REQUIREMENTS:

Submit a cover letter, resume, Application for Employment form (can be located at minnehahacd.org), including contact information for three current references to:

John.D.Parker@sd.nacdnet.net

The Minnehaha Conservation District and City of Sioux Falls, USDA- NRCS are Equal Opportunity Employers and welcome applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. We encourage diverse applicants because we believe having a staff that authentically reflects the community, we serve is critical to our ability to be culturally responsive.