

Job Description

District Coordinator

The Marshall County SWCD District Coordinator provides administrative, accounting, managerial, fundraising and education support for the Department.

Responsibilities:

- Develops and presents soil and water conservation programs to youth and adults.
- Coordinates District programs and activities with personnel from agencies involved with the conservation of soil, water and natural resources, such as, but not limited to, Natural Resources Conservation Service (NRCS), Indiana Department of Natural Resources (IDNR), Cooperative Extension Service (CES), and Farm Service Agency (FSA). Assists NRCS staff with various administrative and technical duties as requested.
- Performs various accounting functions, including maintaining account balances, preparing claims, writing checks, making deposits, preparing monthly and yearly financial reports, maintaining various records for District's equipment rental program, calculating and submitting state sales tax return and preparing annual 1099s.
- Serves as recording secretary for SWCD Board of Supervisors, including preparing agendas, creating reports, recording minutes and issuing mailings to Board members.
- Assemble financial records and submit reports for State Board of Accounts (SBOA), in accordance with SBOA regulations.
- Performs a variety of clerical duties including preparing correspondence, filing documents, processing mail, writing and mailing newsletters, writing news and radio announcements.
- Reviews Stormwater Pollution Prevention Plans (SWPPP), in accordance with Indiana Department of Environmental Management (IDEM) procedures.
- Answers telephone and greets office visitors, responding to inquiries, providing information and assistance, taking messages and/or directing callers to appropriate individual or department.
- Creates and maintains District website and social media presence and develops marketing materials as needed.
- Plans and coordinates Annual Meeting dinner, including supervisor election preparations.
- Serves as District Representative at regional meetings and attends conservation partnership meetings, as deemed relevant.
- Periodically attends seminars and trainings, traveling out of town, sometimes overnight.

- Serve on the Arrow Head Country RC&D Education Committee, which includes annual river rafting expedition and Envirothon.
- Coordinates and participates in the annual Tillage Transect.
- Assists Watershed Coordinator in grant writing, education and outreach, and other miscellaneous tasks as requested.

Job Requirements

- High School Diploma and five (5) years of relevant work experience or bachelor's degree in conservation/agriculture or related field.
- Ability to meet all Department hiring requirements, including passage of criminal background check.
- Working knowledge of environmental education, conservation practices.
- Working knowledge of standard office policies and procedures with the ability to apply such knowledge to a variety of interrelated processes, tasks and operations.
- Working knowledge of basic bookkeeping principles and ability to perform simple arithmetic calculations, accurately record receipts and disbursements, balance fund accounts and prepare various financial reports. Ability to maintain accurate and complete files. Working knowledge of standard English grammar, spelling and punctuation, and ability to compose and prepare correspondence and reports as required.
- Working knowledge of word processing, spreadsheet, presentation and desktop publishing software and website development programs.
- Ability to plan and present public speaking presentations and/or special events.
- Ability to work alone with minimum supervision and occasionally with others in a team environment.

Compensation

- 2019 Salary - \$35,345.
- Full time, non-exempt (35 hours/week).
- Eligible for County Health benefits.
- Paid vacation, sick day and personal days per County Policy.