



Job Description for the Indiana Association of Soil and Water Conservation Districts Urban Soil Health Program Director

Introduction

The Urban Soil Health Program Director will be the technical leader that oversees the new IASWCD Urban Soil Health Program that will promote a systematic conservation approach to agriculture in urban settings and with farmers otherwise new to agriculture. The Urban Soil Health Program Director will work with staff to develop and maintain a strong working relationship with Indiana's 92 Soil and Water Conservation Districts (SWCDs) and local soil health working groups to develop urban soil health programming statewide.

Duties

The duties outlined below will be carried out under the direction of the IASWCD Executive Director:

- I. Facilitate and lead local SWCD Boards to work with local partners to establish urban soil health working groups to promote an urban soil health program:
 - a. Discussions with all 92 SWCD Boards in Indiana (at least 15 each year) regarding the need and potential for an urban soil health program.
 - b. Assist SWCDs and local partners to develop independently operating soil health working groups.
 - c. Assist local urban soil health working groups with financial planning to enable their programs to be self-sustaining.
 - d. Organize and facilitate an annual meeting for ICP staff and other partners to promote the effort, and discuss issues relating to urban soil health in Indiana.
 - e. Evaluate and identify issues facing local soil health working groups and collaborate with partners to address them.
- II. In conjunction with the IASWCD Executive Director, supervise 4 full-time Urban Soil Health Specialists, one stationed in each Indiana-NRCS administrative area office:
 - a. Coordinate regular meetings with staff to direct work and future of the program.
 - b. Communicate programmatic and budget needs with staff.
 - c. Work with the IASWCD Executive Director to identify and provide training for Urban Soil Health Specialists.
 - d. Continuously provide feedback to staff on performance, and provide feedback to IASWCD Executive Director on staff and program performance.
- III. In conjunction with the Urban Soil Health Specialists, provide technical assistance and education and outreach to local soil health working groups :
 - a. Encourage local urban soil health working groups to provide 100 landowners per year with on-site soil health resource assessments that will include evaluations of resource concerns related to soil, water, plants, and animals, including soil assessments that analyze nutrient levels, pH, contaminants, organic matter, etc. in each Indiana NRCS area.
 - b. Encourage local urban soil health working groups to provide one-on-one technical assistance to 80 landowners per year to assist in the planning and implementation of urban soil health practices including, but not limited to, cover crop plantings, nutrient management plans, erosion and runoff control measures, and crop rotations across the state.
 - c. Encourage local urban soil health working groups to conduct 20 soil health education events per year to promote urban soil health to urban farmers and the general public.
 - d. Encourage local urban soil health working groups to develop/administer a minimum of 40 educational programs or materials per year to the general public related to Urban Soil Health and Conservation in each Indiana NRCS area.
- IV. Coordinate with Partners to cultivate coverage of urban agriculture and soil health programming statewide:
 - a. Attend urban agriculture and soil health partner meetings and events to provide program updates and keep up-to-date on other statewide, regional and local efforts.
 - b. Continuously cultivate new partnerships, and maintain existing ones, with outside organizations that will be beneficial to the program.
- V. Grant Development and Administration:
 - a. Pursue funding opportunities including grants from agencies and foundations that meet the needs of the program. Prepare grant applications. Oversee the preparation of all grant applications prepared by staff members.
 - b. Monitor the budget and expenditure of all grant funds to ensure that terms and conditions of each grant are met.

VI. General Public:

- a. Represent the IASWCD as needed in public appearances to inform the public of the purpose of the Urban Soil Health Program, its events and the SWCDs and local soil health working groups.
- b. Represent the Association at various meetings, hearings, conferences, forums, workshops and conventions which may necessitate travel and/or overnight accommodations.

VII. Perform other duties as assigned by the Executive Director.

Skills, Knowledge, Abilities and Experience Required

- Knowledge of state and national natural resource and conservation programs and issues.
- Strong interpersonal communication skills for consensus building and professional partner development
- Ability to work alone or with others in a team environment with minimum supervision, work on several tasks simultaneously, and complete assignments effectively amidst frequent distractions and interruptions.
- Training and meeting facilitation skills.
- Fostering and maintaining cooperative working relationships with traditional and non-traditional urban soil health partners.
- Fiscal budget management.
- Ability to manage and develop office functions.
- Flexibility and versatility.
- Work independently and initiate efforts when needs arise.
- Grant writing and fund administration.
- Personnel management.
- Ability to travel and use personal vehicle for job-related activities. Some overnight travel may be necessary.
- Ability to occasionally work extended, weekend, and/or evening hours, and travel out of town, sometimes overnight.
- Ability to work outdoors which may involve working in cold, wet, hot, humid, or otherwise uncomfortable conditions.
- Possession of a valid Indiana driver's license and demonstrated safe driving record.

Supervision

The Urban Soil Health Program Director shall be under the supervision of the IASWCD Executive Director, but shall exercise individual initiative and wide latitude in implementing the IASWCD Urban Soil Health Program. The IASWCD Executive Director will evaluate the performance of the incumbent on an annual basis.

Qualifications

Minimum education: Bachelor degree preferably in a field that relates to the responsibilities of this position such as agriculture, horticulture, natural resources, or environmental management, with work experience in natural resource related programs.

Benefits

A benefit package is available and will be negotiated depending on individual needs.

Salary

This is a grant funded position of 5 years contingent upon further funding. Initial annual salary is \$54,000, and annual salary increases will be available based upon job performance.

Email cover letter, resume and 3 references to:

Electronic copies only to Joe Schmees, IASWCD Executive Director, at Joseph-Schmees@iaswcd.org

Deadline

Close of business: **Friday November 20, 2020 or until filled. Interviews may be scheduled as resumes are received.**

INDIANA ASSOCIATION OF SOIL AND WATER CONSERVATION DISTRICTS

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