Conservation Districts of Iowa

JOB VACANCY ANNOUNCEMENT

Position Title: Communication and Planning Coordinator
(Full time, grant funded position through September 2023)

Location: Des Moines, Iowa (CDI office)

Contact: Conservation District of Iowa (CDI)
315 E 5th St, Suite 134
Des Moines, IA 50309
Phone: (515) 289-8300

Hours: Full time, 40 hours per week (no overtime).

Number of openings: (1) One

Method of application: Submit Resume and Cover Letter to the CDI by 4:30 p.m. on October 4th, 2019 via mail or email to john@cdiowa.org

Job Description: To enhance the Conservation Districts of Iowa (CDI) and each individual Soil and Water Conservation District’s (SWCDs) capacity to address conservation of soil and water resources by designing and implementing effective communications strategies and materials. Assist CDI and SWCDs in marketing new soil conservation practices, water quality improvement actions and soil health improvement through both print and online outlets. Offer assistance to the four area Soil and Water Resource Conservation Planners, employed by CDI, as they work with local districts, soil and water conservation professionals, local working groups established by the NRCS, and other community leaders to assess their soil and water conservation priorities and the barriers to implementing these priorities. Assist in planning and conducting public meetings to gather public input into soil conservation and water quality concerns.

The successful candidate should: Have knowledge of principles, practices, terminology, and techniques of agricultural science related to, water quality, soil health and soil conservation. This position is ideal for an individual with a degree in marketing, communications, or public relations or someone in agriculture or environmental studies with a strength in communications who is looking to gain experience in a non-profit setting. Be a strategic thinker who is creative, innovative, and possesses good negotiating skills. Have a strong IT knowledge with the ability to create informative, interesting articles, online content, and educational materials. Have strong social media skills. Display high standards of ethical conduct and have a commitment to high quality public service. Display a high level of initiative, demonstrate responsible behavior and attention to detail. Follow policy and cooperate with supervisors.

Education Requirement: Graduation from an accredited college or university with a bachelor’s degree, Marketing, Communications, or Public Relations preferred with a strength in agriculture or environmental services. Additional areas of study which would qualify would event or project management with an emphasis on communication and/or public service.

Wage: $45,000 with full benefits
**Job Qualifications:** Applicant should be a detail orientated individual with the ability to work independently and prioritize work schedule. Applicant needs excellent communication skills, both verbally and in writing. Knowledge of agricultural practices beneficial. Need to possess a valid driver’s license. Successful candidate will need to undergo a Federal background investigation and fingerprint check.