<table>
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<th><strong>CIG grant coordinator responsibilities</strong></th>
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| 1. compile list of prospective participants, meet with and if interested sign up for EQIP cost sharing  
  prepare all maps for plot location and any additional acres  
  prepare seeding plans for interseeding trial  
  prior to planting stake plots in field, photodocument and GPS locations  
  photo document as many of the plots being seeded as possible  
  identify soil types for each trial and log with producer data  
  complete RUSLE2 calculations on each trial site to compare soil loss with and without covers  
  assess all sites for all NEPA requirements using NRCS flowcharts and CPA-52 forms. Approved by D.C.  
  2. after cover crop seeding is completed  
    install temperature logger in each set of trials  
    starting in July and continuing every 4 - 6 weeks until killing frost collect biomass samples  
    3 samples from each interseeded strip. Photodocument before and after clipping  
    during one of the biomass samples collect 15 cores from each strip and submit for a Haney test  
    at beginning and end of sampling period a soil sample will be analyzed under microscope for  
    presence/absence of soil microbiology  
    after corn harvest submit one biomass sample from each set of plots for nutrient analysis  
  3. collect weather data from the closest weather station to each trial site throughout the growing season  
  4. compile (and calculate if needed) corn yield data and submit to Dr. Richard Cruse at ISU for analysis.  
  5. collect all temperature loggers and record data  
  6. process all CIG producer paperwork for payment  
  7. submit all EQIP paperwork for payment after producer records are completed.  
  8. conduct economic analysis on each trial using T-chart in Economics Tech note:TN.200.ECN-1  
    meet with each producer to discuss data collected from their farm and compare to data from all  

Other duties
- order all equipment needed to carry out project  
- interview all producers to determine interseeding method. If needed assist with locating existing interseeding equipment to rent for trial  
- Conduct any required meetings/field days to disseminate information  
- Report on project progress monthly to SWCD Commissioners  
- Complete all required CIG reporting  
- Complete newsreleases for local venues and FB Spokesman. If applicable release to wallaces Farmer  
- Post project information and data gathered on SWCD website and Facebook page  
- Work w/NRCS to prepare a "Conservation Showcase" to share statewide  
- In final year of project present information at a conference or workshop.  
- Develop a poster for the Iowa Water Conference in Ames in 2021  
- Prepare a display for 2022 Farm Progress Show  
- Conduct a field day during year 3 of project  

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<th><strong>RCCP responsibilities</strong></th>
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| Locate cooperators and sign up for EQIP cost share  
 Complete all EQIP paperwork including NEPA/CPA52 form  
 Prepare all seeding plans  
 Certify all seedings in-field  
 Do Federal financial reports quarterly (April 30, July 31, Oct. 31, Jan 31)  
 Complete quarterly accrual reports (March, June, Sept, Dec.)  
 Complete semi-annual reviews due April 30 & Oct. 31  
 Complete annual report due Oct. 31 to NRCS State Office in Des Moines  
 Complete on-line annual report due Nov. 15th  
 Complete final report due within 90 days of end of project  
 Compile report of all planning acres including name, ac, tract#  
 Conduct one biomass sample on diverse summer covers following small grain  
 Take one soil sample of diverse summer cover for microscope evaluation  
 Keep detailed account of time spent on each RCCP activity for reporting purposes  
 Prepare monthly report for SWCD Commissioners  

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<th><strong>Job salary/benefits</strong></th>
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| Starting Wage - $18/hr., first evaluation after 90 days  
 Holidays - all state holidays  
 Sick and Annual Leave - 3 hours every two weeks  
 No health benefits  

I just wanted to let your students know about a job opportunity available here in Waukon. We are looking for a project coc...
I just wanted to let your students know about a job opportunity available here in Waukon. We are looking for a project ... please forward to your students we would really appreciate it. If they could please remit cover letter and resume to: