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

Location: Fairfield, Iowa

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 each Soil and Water Conservation District’s capacity to address conservation of soil and water resources by assisting Districts in updating and implementing their five-year Soil and Water Resource Conservation Plan. Meet 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. Keep a written record of input for commissioners for their use in setting planning priorities.

The successful candidate should: Have knowledge of principles, practices, terminology, and techniques of agricultural science related to, water quality, soil health and soil conservation. Be a strategic thinker who is creative, innovative, and possesses good negotiating skills. Have the ability to generate computer reports and educational materials. Possess skill in interpersonal relationships i.e., motivation, networking, as well as written and verbal communications with partners to meet their needs in a courteous and cooperative manner. Have familiarity with social media outlets. Display high standards of ethical conduct and have a commitment to high quality public service. Display a high level of initiative and work with minimal supervision. 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 in Public Service in Agriculture or Environmental Studies with a strength in communication. 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 good 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.