

**Boone County SWCD seeking full-time Resource
Conservationist/Administrative Coordinator**



The Boone County Soil and Water Conservation District is seeking a full-time Resource Conservationist/Administrative Coordinator. This position will work directly with landowners, producers, and local organizations to promote and facilitate conservation programs, cost-share, events, and more. This position requires a combination of office and field work.

The position is based on a 40-hour work week with occasional evening and weekend meetings, trainings, and special events. Office hours are Monday through Friday 8 am to 4:30 pm. The candidate will be required to pass a federal background check. Annual salary will be \$50,000-\$60,000 based on experience, with benefits provided.

Desired Qualifications:

Candidate must have the ability to communicate across all levels, possess strong organizational skills, self-motivation, willingness to accept responsibility, ability to take constructive criticism and possess excellent oral and written communication skills. A Bachelor's or Associate's degree in agriculture or related field is desired, education can be replaced with years of equivalent experience. Computer skills are required, and it is preferred that candidate have experience with Geographic Information Systems (GIS) and Quickbooks. SESC certifications, conservation planner certifications I or III, are a plus. On-the-job training will be provided as needed.

Duties & Responsibilities:

The Boone County SWCD Resource Conservationist/Administrative Coordinator's primary responsibilities may include but are not limited to:

- Provide technical and administrative assistance for National Resources Conservation Service (NRCS) Conservation programs
- Promote and administer federal, state, and local conservation programs, working directly with landowners, farmers, and organizations
- Plan and implement ag-related workshops, educational events, field days, webinars, and other events
- Prepare detailed Natural Resource Information (NRI) reports using GIS software
- Work with the District Board and Staff to complete daily, quarterly, and annual office tasks such as state reporting, budgeting, District sales, and more
- Attend monthly Board Meetings and present Board with important District updates
- Administer district Soil Erosion and Sediment Control program through administrative and technical assistance including reviewing erosion control plans and performing construction site inspections
- Attend meetings and serve on committees as district representative
- Manage all district finances and administrative duties including entering transactions into QuickBooks, preparing annual budgets, running payroll, and preparing the annual audit

All interested candidates are asked to send a cover letter and resume to the Boone County Soil & Water Conservation District office (address below) or email boonecountyswcd@gmail.com. For questions please call us at (815) 544-3465 ext. 3. If you are interested in learning more about the District, please visit boonecountyswcd.org.

Boone County SWCD
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