



*Providing Landowners with
Assistance in Identifying and
Improving Resource Issues in
Pennington County Since 1948*

201 Sherwood Ave S - Thief River Falls, MN 56701 - Phone (218) 683-7075 – www.penningtonswcd.org

Position Title: Outreach Coordinator
Position Location: Pennington SWCD Office, Thief River Falls, MN
Employment Terms: Full-Time with Benefits
Salary: Based on qualifications and experience (\$20 per hour minimum)
Closing Date: Open until filled

POSITION DESCRIPTION:

The Outreach Coordinator performs administrative functions for the Pennington SWCD. They will be responsible for promoting youth and adult outreach, coordinating education events, administering the Rainfall Monitoring Program, promoting the district on all types of media, and assisting in the planning and reporting procedures concerning SWCD, state, and local programs. This person will assist SWCD and Natural Resource Conservation Service (NRCS) staff as requested. This full-time position will perform a variety of administrative and technical work to support all aspects of the SWCD and NRCS programs and activities.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Perform administrative support for SWCD, federal, state, and/or local activities and programs
- Work cooperatively with state, federal, and local agencies, boards, and organizations in promoting various conservation programs and accomplishing the goals and objectives of established plans
- Assist with preparation of various reports and plans within required deadlines
- Attend meetings and professionally represent the Pennington SWCD
- Coordinate Pennington SWCD Education Programs
- Other duties as assigned by the District Manager

The above statements are intended to describe the general nature and level of work being performed by people in this position. They are not to be constructed as an exhaustive list of all duties performed by personnel in this position.

MINIMUM QUALIFICATIONS:

- Strong organizational, interpersonal, and communication skills, both written and verbal. Able and willing to work with individuals of varied ages and social background.

- Experience with computers and use of programs including Microsoft Office programs like Excel, Word, PowerPoint, Publisher, Outlook and experience with Adobe, Microsoft Teams, and Zoom Video Communications.
- Ability to work independently with minimal direct supervision.
- Applicants should be able to handle multiple projects and adapt to changing job duties and/or responsibilities.
- Be a team player.
- Must have a valid driver's license.
- Experience in greeting clients, mailing, and answering phones.
- A minimum two-year degree or an equivalent in work experience.

DESIRABLE QUALIFICATIONS:

- A degree in communications, office management, natural resource management, agronomy, education, or related field is preferred. Practical office work experience may be substituted for educational requirements.
- Experience with SWCD, federal, state, and/or local administration and technical support of programs, data management, education, outreach, planning/reporting procedures, and implementation of conservation practices.
- Experience with social media, news releases, websites, and writing and formatting newsletters.

APPLICATION PROCEDURE:

Applicants must submit the following items:

1. Resume
2. Cover Letter
3. 3 References
4. Job Application (available at the Pennington SWCD office or www.penningtonswcd.org)

Applicants can mail the above items to Pennington SWCD, 201 Sherwood Ave S, Thief River Falls, MN 56701 or email to peter.nelson@pennington.mnswcd.org

Individuals selected for interviews will be contacted by phone and/or email. Position is open until filled.

EEO (Equal Employment Opportunity) The Pennington Soil and Water Conservation District is an EEO Employer. Candidates will be considered without discrimination to race, color, religion, sex, natural origin, politics, marital status, physical handicap, age or membership or non-membership in an employee organization.