

# **Pennington Soil and Water Conservation District**

## ***Outreach Coordinator***

**The Outreach Coordinator performs administrative functions for the Pennington SWCD and NRCS. The Outreach Coordinator will also be responsible for promoting adult and youth outreach for the district, environmental education, advertising and promotion for the district on all levels of media. This person will also assist NRCS staff and other agencies as requested. Position may require traveling throughout the County and State, a valid Minnesota Drivers License is mandatory.**

### **PRINCIPAL RESPONSIBILITIES AND TASKS:**

#### **1. ADMINISTRATIVE Priority A**

- A. Provides administrative, general office and receptionist duties for the District and NRCS. Answers phone calls and meets the public in a courteous and helpful manner.
- B. Maintain log of applications for AgBMP loan program. Assist with the completion of the annual report and application. Coordinate annual meeting with MDA and the NW MN AgBMP Loan Area.
- C. Develops and maintains District rainfall monitoring database.
- D. Assist with planning and reporting procedures concerning SWCD and NRCS.
- E. Maintains SWCD and NRCS files according to established systems.
- F. Screens and reviews all incoming mail; prepares replies based on subject matter or routes to appropriate party.
- G. Prepares board material/packet for distribution. Records & distributes official board minutes of the meetings. Compiles background information to facilitate decision making at board meetings. Provides follow-up on activities as requested by board.
- H. Prepares monthly progress reports for the Board.
- I. Attend meetings, training sessions, and other duties as needed.
- J. Schedule virtual (i.e. Zoom) meetings for the staff and board as needed.
- K. Maintain office supplies in sufficient quantities for daily operation.
- L. Prepare correspondence to develop interest in projects sponsored by the District.
- M. Operation of computer, which includes word processing, spreadsheet.
- N. Assist with tree inventory tracking
- O. Other duties as directed by the District Board and/or Manager.

#### **2. EDUCATION PROGRAM & ACTIVITIES Priority A**

- A. Promote SWCD and NRCS conservation programs and services provided by the District through social media, website, newsletters, news releases email and text.
- B. Keep up to date and maintain the District website.

- C. Coordinates 6<sup>th</sup> grade Outdoor Education Day, Arbor Day activities, Minn-Aqua, Poster contest, school visits, Soil Stewardship, Rural Beautification Contest, Long Lake Camper Candidates, Science Museum, and newsletters with assistance from staff.
- D. Assists with the Annual Banquet, Area I Envirothon and the Northwest MN Water Festival
- E. Cooperate and work effectively with other District, County, Extension Service, NRCS, FSA, Pheasants Forever, and other public and private personnel.
- F. Promote SWCD and NRCS programs. Visit with landowners and provide program information.
- G. Provide well water testing kits to private landowners and coordinate with the lab courier on daily sample pickups.

**3. PLANS, REPORTING and PROMOTION**  
**Priority B**

- A. Prepares Annual Plan and assists with Annual Report with input from board and staff.
- B. Prepare report for the Regional Conservation Partnership Program (RCPP).
- C. Request training needs.
- D. Promote appropriate conservation programs to implement conservation practices needed to address resource needs.
- E. Coordinate the design and set up of the Fair Booth, Home Show and other displays as needed.
- F. Provide regular maintenance of office equipment.

**SUPERVISION:**

This position works under the supervision of the District Manager and District Coordinator, also assists the District and NRCS staff.

**ANNUAL PERFORMANCE EVALUATION:**

This position's performance evaluation is conducted by the District Manager and is reviewed by the Personnel Committee of the District Board.

Priority A     80%  
 Priority B     20%

Created 10/17  
 Revised 10/18, 12/2020, and 12/2022