



Brown's Creek Watershed District

Preserving the integrity of the watershed for future generations

BROWN'S CREEK WATERSHED DISTRICT COMMUNICATIONS AND PROJECT ASSISTANT

POSITION ANNOUNCEMENT

LOCATION: BCWD/Washington Conservation District – Oakdale, MN

CLASSIFICATION: Technician or Senior Technician DOQ. **STATUS:** Full-time regular position.

STARTING SALARY RANGE: \$19-\$22/hr (DOQ) with full benefits package.

HOURS: 40-hours per week. Requires some evening and weekend work.

The Brown's Creek Watershed District (BCWD), in collaboration with the Washington Conservation District (WCD), is seeking a uniquely qualified individual to assist the BCWD Administrator in all aspects of BCWD activities. This position will also provide technical and educational support for the WCD.

DUTIES AND RESPONSIBILITIES: Overall BCWD program support; daily clerical tasks; permit tracking, data management, coordination, and communications; project administration and communications; education and outreach support; educational materials preparation; public assistance; Citizen Advisory Committee support; technical report editing and writing; GIS mapping support; and other duties as assigned.

MINIMUM QUALIFICATIONS: Bachelor's degree in environmental studies, natural resources, biology, environmental education, or related field. The applicant must have strong verbal and written communication skills and documented interest or experience with watershed management and water resources. Strong clerical skills including word processing and spreadsheet management. Self-motivated, able to show a commitment to high quality work, attention to detail, and time management to complete projects on schedule while dealing with diverse clientele. Excellent computer skills. Must have valid driver's license and good driving record.

PREFERRED QUALIFICATIONS: Education or experience in groundwater quality and management. Experience with geographic information systems (GIS) and image processing programs. Advanced writing, graphic design, social media, meeting facilitation, and event planning skills.

WORK ENVIRONMENT: Work involves 80-90% indoor work with regular activities outside of the office. Physical activities include lifting up to 50 pounds on an occasional basis; occasional long days at outdoor events; and limited seasonal exposures to heat, cold, wind, rain, and snakes. Office work includes frequent interruptions and diverse daily activities. Office equipment used includes telephone, computers, copier, LCD projector and other common office equipment.

APPLICATION AND SELECTION PROCESS: Submit a cover letter, resume, and three references via email to jriggs@mnwcd.org by 4:00 PM on April 20, 2018. Finalists for the interview process will be determined after initial screening and assessment of relevant qualifications and experience. Applicant(s) selected for the interview process will be contacted directly.

CONDITIONS OF ANNOUNCEMENT: Washington Conservation District reserves the right to change the content of this announcement without notification and may at any time withdraw the announcement.



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