



**White County
Soil and Water
Conservation District**

1105 West Main Street
Carmi, Illinois 62821
Phone: (618) 382-2213, Ext. 3

**White County Soil & Water Conservation District
Seeking Conservation Program Assistant**

The White County Soil & Water Conservation District is seeking a part to full-time Conservation Program Assistant to assist with promotion and implementation of conservation programs.

The candidate should possess practical knowledge of the methods and techniques of soil, water, and environmental conservation. A degree in agriculture, natural resources or related field is desired but not mandatory depending on qualifications and prior experience. 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. The SWCD is co-located in the USDA Service Center with USDA-NRCS and FSA, with office hours Monday through Friday 8 am to 4:30 pm. **The candidate will be required to pass a federal background check.** Salary is negotiable and will be determined by experience.

Basic Skills

Candidate must have the ability to communicate across all levels, possess strong organizational skills, and self-motivation to work independently. **Candidate must have great interpersonal skills and the confidence needed to advocate and facilitate conservation practices and programs with local organizations, landowners, and producers.** Computer skills are required, and it is preferred that the candidate have experience with Microsoft Office and Geographic Information Systems (GIS). On-the-job training will be provided, as needed, to receive optional conservation planner and engineering certifications.

Duties and Responsibilities

The White County SWCD Conservation Program Assistant's primary responsibilities may include but are not limited to:

- Provide technical and administrative assistance for SWCD, Illinois Department of Agriculture, USDA Natural Resources Conservation Service (NRCS) and other partner conservation programs.
- Provide outreach and promote federal, state, and local conservation programs, working directly with local landowners, farmers, and organizations.
- Assist with environmental and ag-related workshops, field days, webinars, and other events to promote conservation education programs to youth and adults.
- Work with the District Board and Staff to complete office tasks such as state reporting, budgeting, District sales, and grant research, writing and reporting.
- Attend monthly Board Meetings and present Board with important District updates.

All interested candidates are asked to send a cover letter and resume with references to the White County Soil & Water Conservation District office (address above) or email Jewel Brooks, Administrative Coordinator, at Jewel.Brooks@il.nacdnet.net. For more information, please call Bryan Tomm, Chairman, at 309-267-0628 or Jewel at (618) 382-2213 ext. 3.

White County SWCD is an equal opportunity employer. All programs and services of the White County SWCD are offered on a nondiscriminatory basis, without regard to race, color, national origin, religion, gender, sexual orientation, age, marital status or handicap.