

Job Vacancy Announcement- IA RCPP Field Coordinator

Position type: Full-Time Salary

Project Location: SE Iowa. Work area includes the following counties: Adair, Appanoose Clarke, Davis, Decatur, Jefferson, Keokuk, Lucas, Madison, Mahaska, Marion, Monroe, Ringgold, Taylor, Union, Van Buren, Wapello, Warren & Wayne

Office Location: Work from home

Salary Range:

\$55,000- \$65,000 Annually

Application Deadline: Open until filled. Application evaluations and interviews will be conducted on an ongoing basis.

Overview: The NRCS's Regional Conservation Partnership Program (RCPP) prioritizes using partnerships and agreements to deliver conservation on the landscape. The design of the RCPP *Alternative Funding Arrangement* being utilized in this project emphasizes delegating traditional NRCS roles in planning and administration to capable partners; thereby, allowing a greater footprint of program delivery and turnaround in application.

FDC Enterprises (FDCE), along with several partners has been awarded an *Alternative Funding Arrangement* RCPP grant to transition low yielding crop ground, hay ground and fallow ground to switchgrass in SE Iowa. FDCE seeks to employ an RCPP Field Coordinator to educate and recruit landowners to participate in the project. The Coordinator will work directly with landowners to explain the process and enroll them in the project, as well as act as a liaison between FDCE, RCPP partners, and the United States Department of Agriculture (USDA). The Coordinator will be responsible for landowner engagement and follow up; this will include prompt turnaround on phone calls, emails, texts, etc. As needed, the Coordinator's duties include: scheduling with landowners for site visits, follow up with local and state USDA personnel, and responsible for reporting contacts, expenses, and time stewardship. The Coordinator will be responsible for timely planning of projects, assisting participants with the application process, resource assessment, mapping, contract development, financial calculations, and scheduling of practices. The Coordinator will be expected to competently handle basic agronomic and land management questions and scenarios; and to be familiar with NRCS planning, standards, and policies. The Coordinator will effectively communicate with FDCE

staff to obligate funds and contracts, and provide follow up site information related to projects; also providing USDA partners with needed information related to the RCPP program. The Coordinator will work with partners in marketing and outreach efforts. This includes, but not limited to, presentations to local conservation groups and organizations (SWCD, Watershed Cooperatives, Agricultural groups, etc.), writing articles for local outlets, engagement with appropriate social media, and participation in field days.

Required Knowledge, Skills and Abilities:

- Excellent interpersonal, written and verbal communication skills with an emphasis on communicating clearly and effectively with landowners and agency staff
- Ability to work independently with minimal supervision
- Knowledge of native grass establishment and management
- Knowledge of conservation practices associated with native grass establishment
- Knowledge of conservation and wildlife habitat programs by USDA, state and local entities
- Knowledge of plant species common to area and ability to identify them (including native, non-native, invasive and noxious species)
- Effective planning and organizational skills with ability to manage a rigorous workload
- Experience with Arc GIS or other similar GIS software applications a plus
- Proficient in Microsoft Word, Excel, Teams, and Powerpoint.
- Applicant must have or be able to acquire a valid driver's license.

Education and Experience:

- Degree in wildlife management, natural resource management, or related field of study OR a minimum 2-year combination of education, training, and/or experience that demonstrates that the applicant possesses attributes required to do the job
- Related continuing education, training, licenses and certifications will also be taken into consideration for qualifications and salary range

Physical Demands:

- Ability to work in an office setting with computer screen time up to 8 hours/day.
- Ability to work outside for extended periods of time across uneven terrain sometime in inclement weather

Salary and Benefits:

- Starting salary of \$50,000-\$60,000 (commensurate with qualifications)
- Home office needs including laptop computer, cell phone, printer/scanner, desk, chair and other office supplies as needed.
- Use of company vehicle or personal vehicle use reimbursement at current IRS mileage reimbursement rate
- Bereavement/Family/Sick Leave of 6 days (48 hours) per year
- Paid Holidays
- Paid time off accrued at 10 days per year

Application Requirements: Cover letter, resume and 3 references

Submission directions: submit requirements via e-mail to: Tom Schwartz, Vice President of Marketing, tom@fdcenterprises.com