



## Conservation Programs Coordinator

### Cody Conservation District-located in Cody, WY

The Cody Conservation District (CCD) seeks a dedicated individual to fulfill the District's mission of improving the quality of life for communities in Park County by promoting and maintaining clean water and air, healthy rangelands and agricultural lands, and quality habitat for aquatic and terrestrial wildlife. The CCD achieves this mission by providing information, education, and technical services to the public. This position will be responsible for assisting landowners to address natural resource concerns, working with partnering organizations to implement landscape-level resource conservation improvement projects, and conducting outreach programs that support the District's mission. Supervises the work of seasonal hires, contractors, and others as assigned.

#### **RESPONSIBILITIES AND DUTIES:**

- Conduct day to day office activities (i.e. greet customers, answer phone calls, emails, producer/natural resource-based questions, assist with updating social media sites).
- Provide ongoing technical and administrative support for the CCD, and acts as a liaison for the CCD while planning and coordinating mutually beneficial activities with other groups and agencies to promote natural resource conservation.
- Work closely with other CCD staff, conservation districts, the NRCS, and other partners, to meet the needs of landowners interested in soil health, range, water, and habitat improvement projects. With other colleagues, evaluate and rank projects, present them to the CCD Board of Supervisors, meet with landowners to secure agreements, and conduct post-project site visits to complete evaluations.
- Plan and deliver environmental outreach/education activities in coordination with other entities and CCD staff.
- Secure grants and other funding agreements to implement resource management priorities and administer these funds for accuracy and completion. Ensures compliance with regulatory and statutory requirements.
- Work with other District staff to maintain up to date program guidance and outreach documents including, but not limited to sampling analysis plans, project ranking criteria, cost assistance rate sheets, brochures, and CCD project agreements.
- Oversee and evaluate water sampling and monitoring strategies to address sources of pollution and other resource concerns including habitat improvements.
- Collect and analyze natural resource data; maintain meters and other equipment necessary to collect samples. Coordinate with other District personnel and state staff to complete annual audits of the water quality sampling program to ensure compliance with CCD and state protocols.
- Supplies information for the preparation of program reports, long range plans, and other planning documents, and writes and delivers such documents as required.
- Supervises the work of interns, staff, and contractors as directed by the CCD Board of Supervisors and in coordination with other District staff. Assists CCD Board of Supervisors in the hiring and selection process of interns, staff, and contractors.
- Attend meetings and/or trainings as directed.

- Provide accurate and timely updates of activities, time and other financial accounting for projects as required.
- Other duties as assigned.

**PREFERRED QUALIFICATIONS:**

A minimum two-year degree in natural resource management, range science, outdoor education, or other related natural resource field and at least five years of job-related experience is required. A combination of college coursework and experience may be considered. Preferred applicants will possess at a minimum, a bachelor's degree in watershed management, range science, biology, outdoor education, or other related natural resources field, and a minimum of four years of experience implementing environmental programs or natural resource conservation projects and grants management.

- Computer, software, and technological knowledge expected of natural resource professionals.
- Proficiency in ArcGIS or similar programs preferred.
- Knowledge of irrigation and agricultural practices in the intermountain west.
- Strong written, verbal, and interpersonal skills. Proven ability to exercise sound judgment, problem-solve, and work well in collaborative settings. The applicant must also possess the ability to work independently, with self-initiative, and have a keen sense of when to ask questions and seek input.

The Conservation Programs Coordinator is a non-exempt, at-will employee of the Cody Conservation District (CCD). This position is offered as part-time, with the option of being a full-time position at 32 hours or more a week, depending on responsibilities. Applicant should indicate whether part-time or full-time employment is sought. Hourly wage is dependent upon educational level, skill level, and experience. An exact work schedule will be established between the Cody Board of Supervisors and the successful applicant. Applicants must be self-directed, possess the ability to communicate with the public, and work closely with an interdisciplinary team to promote and protect the natural resources of Park County.

**COMPENSATION AND BENEFITS:**

\$19.00 to \$24.00 per hour, depending on qualifications and experience. The CCD Board of Supervisors retains the right to provide the selected candidate a more favorable pay rate and benefit package than advertised if the candidate's experience, education, and other qualifications provide greater value to the CCD.

Benefits: For part-time employment above 24 hours, retirement (Wyoming Retirement System), Paid Holidays and Vacation/Sick Leave. In addition, for full-time employment, health insurance, dental insurance, (optional), and vision insurance are offered.

**Applicant reviews will commence January 13, 2025. Open until filled.** For more information, contact Russ Dwyer at 307.578.8335 or by email at [conservecody@gmail.com](mailto:conservecody@gmail.com).

**Motivated individuals are invited to submit a letter of interest, resume, and three references to Russ Dwyer, Cody Conservation District Chairman at [conservecody@gmail.com](mailto:conservecody@gmail.com) or P.O. Box 631, Cody, WY 82414. Incomplete applications will not be considered.**