



LAKE COUNTY SOIL & WATER CONSERVATION DISTRICT

408 1ST AVE., TWO HARBORS, MN 55616

P: (218) 834-8370

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Job Posting:	Conservation Specialist; Lake Superior Watersheds
District Location:	Lake County Soil & Water Conservation, Two Harbors, MN
Employment Status:	1.0 FTE (Full-Time, 37.5 hrs./week, per Lake County SWCD Policy)
Benefits:	Taxable Fringe Benefit (\$900 month), Retirement Plan, Paid Vacation, Sick and Holidays
Salary:	Starting wage \$23.35 to \$28.45/hr., depending on experience
Status:	Non-Exempt

Job Description

The Conservation Specialist will be responsible for implementing conservation projects that align with watershed plan goals in the Lake Superior Watersheds of Lake County and other watersheds as needed. Typical projects may focus on reducing flooding, managing erosion, improving stream processes, restoring shorelines and protecting water quality. The Conservation Specialist will also be responsible for grant writing to acquire funding to support conservation implementation. General activities of the position include:

- Provide project design coordination and project management activities for conservation implementation undertaken by Lake County SWCD (District).
- Write state and federal grants to enhance and support conservation work in the Lake Superior North and South Watersheds of Lake County.
- Assist with water quality restoration and protection projects and initiatives undertaken by the District.
- Provide direct support to landowners by conducting site visits to address natural resource concerns. Assist landowners by providing site specific recommendations and resources on best management practices (BMPs) to address natural resource protection and restoration goals.
- Collaborate with organizations, governmental agencies, and groups. Represent the District in committees and groups on activities related to conservation, soil health, climate, water quality, watershed planning, stormwater, watershed resiliency, and others as requested.
- Assist with outreach events to local schools, stakeholders, and County residents
- Prepare and submit required reporting and financial documents to grant funders. Must be organized and meet deadlines.

Work is performed both independently and in a strong collaborative environment. Duties are performed in an office environment (with the option to include telework when appropriate) and in the field, often in remote locations with exposure to all weather conditions. Ability to perform site inspections and monitoring in various terrain which may involve hiking, boating, paddling, lifting, and carrying up to 50 pounds. This position requires travel within Minnesota and rare work commitments during evening, overnight, and weekend hours.

Minimum Qualifications:

- Degree in natural resource management, environmental studies, conservation, biology, or related field.
- Minimum of two years' experience working in the natural resource, conservation, or water quality field.

- Must have prior project management experience.
- Understanding of conservation best management practices, stormwater management, and erosion and sediment control.
- Ability to prioritize efforts, delegate tasks, and efficiently manage time to accomplish a variety of tasks.
- Ability to work with landowners and persons from many other organizations, agencies, and groups in a professional manner to project a favorable image of Lake SWCD.
- Ability to manage multiple projects and maintain a high level of efficiency.
- Ability to obtain Natural Resources Conservation Services (NRCS) job approval authority and other certifications related to Lake SWCD work.
- Have exemplary written and oral communications skills, demonstrate strong interpersonal skills.
- Valid Driver's License.

Preferred Qualifications

- Demonstrated success in obtaining grant funding and with grant administration.
- Familiarity with software applications including but not limited to Adobe programs, ArcGIS, and Microsoft Word, Excel, PowerPoint and Outlook.
- Ability to interpret technical project design plans and environmental data and use them to acquire project permits.
- Knowledge of local governmental units, organizations, and state agencies in the Lake Superior Basin and how the various groups function (governmental processes).
- Previous experience working for Soil and Water Conservation Districts or other Conservation/Natural Resource Agencies.

Lake SWCD is an Equal Opportunity Employer. Applications will be accepted until February 21, 2025 at 4:30 P.M. We reserve the right to re-post the position if needed.

Please email resume, cover letter and three references to tara.solem@co.lake.mn.us or mail a hard copy to:
 Lake County SWCD
 408 First Avenue
 Two Harbors, MN 55616
 218-834-8370

Interviews will be held in March. The position will begin in April.