



Conservation Reserve Enhancement Program Technician

Position Description – One Full Time Position Available

Position Starting Date: November, 30th 2021

Location: Standish, MI.

"Better Communities Through Strong Conservation"

POSITION OBJECTIVE:

To work with the Arenac Conservation District and assisting USDA, Natural Resources Conservation Services (NRCS), for the purposes of planning, contracting and implementing various agricultural conservation practices in Arenac, Gladwin and Iosco Counties. One position is open. This grant is a funded position for 1 year with intentions for renewal.

Statement of Work

The CREP Technician will aid in the delivery of USDA, Farm Bill Programs available to qualifying agricultural customers within Arenac, Gladwin and Iosco Counties. Delivery of these programs to customers will be through multiple phases including: farm site assessments, developing conservation plans, assisting with program signups, contracting and implementation.

Relationships:

The technician is supervised by, and reports to the Executive Director of the Arenac Conservation District. The technician will work closely with other employees and the NRCS District Conservationist. This position also requires direct contact with landowners and the general public to help plan and implement conservation practices, and develops educational programs for the organization. The technician will adhere to USDA & NRCS practice standards.

ESSENTIAL FUNCTIONS:

1. Work directly with clients to identify environmental concerns & develop conservation plans.
2. Assist clients with applying for financial assistance through USDA Farm Bill Programs which includes application processing, contract development, application ranking and document preparation for program selections.
3. Assist contract holders with technical guidance regarding implementation of their practices.
4. Assist the District Conservationist with monitoring progress of contract implementation, conducting contract reviews, processing contract modifications and payments, and general correspondence with contract holders.
5. Learn program rules and regulations concerning administration of applications and contracting procedures for each Farm Bill program under NRCS responsibility.
6. Must use agency specific software related to mapping, planning & contracting.
7. Maintain accurate records of customer interactions and ability to keep the records organized.
8. Maintain client confidentiality.
9. Maintain the conservation district website and online resources associated with programs.
10. Develop power point presentations, public speaking, and outreach educational programs for various audiences ranging from youth to agricultural producers.
11. Other duties may include general office assignments and other tasks requested by the Arenac Conservation District Board of Directors.
12. Work with the District Executive Director to provide conservation services offered by the District.
13. Assist in general office management & customer service.

OTHER FUNCTIONS:

1. Assists office and other programs as needed and requested such as annual meeting, newsletter, walk-in customers, answering telephones, general office upkeep, tree and miscellaneous sales

and anything else not specifically listed yet deemed appropriate by the Arenac Conservation District Board of Directors.

2. Develops a weekly schedule in consultation with the Executive Director and NRCS District Conservationist.
3. Employee will assist and promote, through public relations, District events as requested by the District Directors and Executive Director.
4. Assist in the preparation of District records, reports, and annual & long range work plans.
5. Give prepared presentations to groups on soil and water conservation topics as requested.
6. Prepare news articles of local interest and about general conservation subjects including notices of upcoming events, demonstrations and workshops.
7. Be able to obtain conservation certifications through NRCS such as "certified conservation planner", "certified pest management plan writing", "nutrient plan writing"

QUALIFICATIONS:

1. Education: A B.S. Degree in agriculture, or natural resources related degree is required.
2. Experience: One or more years of experience in natural resources, agriculture, forestry or other conservation fieldwork is preferred. Knowledge of and experience working with agricultural producers and practices is preferred.

ABILITIES:

1. Excellent computer skills are required. Computers are a standard PC workstation and use Windows-based software.
2. Excellent organizational, management, written and verbal communication skills.
3. Exhibit social and interpersonal skills.
4. Work cooperatively with district personnel and other agencies.
5. Must be able to work efficiently outdoors in varying conditions and rough terrain; ability to lift 50 pounds.
6. Must maintain a valid driver's license.
7. Occasional travel for trainings and meetings is required, including overnight.
8. Must be able to pass a Federal Background Security Check.
9. General knowledge, operation or maintenance of agriculture equipment preferred, but not required.

SALARY, BENEFITS, WORK HOURS, LOCATION:

This is a hourly position at based on experience. Typical work hours will be Monday-Friday, 40 hours per week. Some night and weekend work will be required. The Arenac Conservation District is located at 4490 W M-61 Standish MI. 48658.

TO APPLY

Please submit a cover letter, resume and references to Dawn Hergott, Executive Director by email dawn.hergott@mi.nacdnet.net by Sunday, November 21st at 5 p.m. Please contact Dawn Hergott with any questions related to the position by email or by calling (989) 846.4565 ext.5. To obtain further information about the Arenac Conservation District visit our website at www.arenacconservationdistrict.com

Arenac Conservation District is an equal opportunity employer and provider and lender. All Conservation District programs and services are offered on a nondiscriminatory basis without regard to race, color, national origin, religion, sex, age, marital status, or handicap.