



**NORTH ST. LOUIS SOIL & WATER CONSERVATION
DISTRICT
VIRGINIA, MINNESOTA**

PROGRAM TECHNICIAN JOB POSTING

INTRODUCTION:

The Program Technician will primarily be responsible for administrative and outreach tasks, with occasional opportunities for fieldwork. They will assist the Regional Farm Bill Foresters and USDA Natural Resources Conservation Service (NRCS) staff to fulfill forestry applications and contracts with landowners. This position will work at the Duluth and/or Virginia, Minnesota NRCS field offices and may work remotely at times.

DUTIES AND RESPONSIBILITIES:

1. Administrative
 - a. Manage and maintain landowner contracts.
 - b. Complete data entry and document uploads efficiently and accurately into the federal computer systems.
 - c. Monitor paperwork processed through the federal system to ensure each step is completed. Send reminders and updates as appropriate to facilitate the workflow.
 - d. Facilitate communication between landowner, staff, partners etc.
 - e. Perform filing duties and other office tasks as necessary.
 - f. Track data to assist with reporting.
2. Outreach
 - a. Maintain a listing of various contacts including partner agencies, consulting foresters, land management contractors.
 - b. Create both print and digital mailings, flyers, outreach materials to promote the program.
 - c. Seek out and arrange for events in a 4-county area where tabling could be done. Create and maintain event booth. May periodically staff the events.
 - d. Manage outreach spreadsheets.
3. Layout and/or mark project areas for forestry-related conservation practices, occasionally.
4. Attend classes, workshops, meetings, conventions, etc. to develop and enhance skills.
5. Other duties as assigned

ESSENTIAL JOB FUNCTIONS:

1. Accurate and timely completion of work assignments
2. Works with little direction, handles multiple projects and maintains a high level of productivity/ integrity to accomplish job tasks
3. Develops and maintains professional relationships with landowners, partner agencies and staff
4. Facilitates grant objectives by working with all parties to keep process going.
5. Seeks assistance when needed. Alerts supervisory staff of concerns.
6. Documents work time in 15-minute increments
7. Ability to obtain access to and utilize USDA NRCS computer systems
8. Ability to occasionally work outside in all weather, on rough terrain, with biting insects
9. Ability to pass criminal background check(s)

10. Ability to comply with federal drug-free workplace requirements
11. Maintains valid driver's license with clean driving record

MINIMUM QUALIFICATIONS:

- Two-year degree in forestry or natural resources field or administrative-type field or equivalent/relevant experience.
- Computer skills that include Microsoft Office suite of programs, and others such as ArcGIS Pro, Google Maps, Web Soil Survey.
- Good written and oral communication skills
- Works well independently and with a team

PREFERRED QUALIFICATIONS:

- Familiarity with federal landowner incentive programs such as Environmental Quality Incentive Program, Regional Conservation Partnership Program through NRCS.

WORK ENVIRONMENT

CONSTANT: Sit and near vision. **FREQUENT:** Bend neck; talk/speak; **OCCASIONAL:** Lift and carry up to 10 pounds

SUPERVISION:

This position is directly supervised by the Supervisory Regional Farm Bill Forester. Performance of each duty and assigned responsibility will be evaluated after 6 & 12 months and annually thereafter or as needed.

OVERTIME STATUS

This position is classified as a non-exempt employee and as a result is eligible to earn overtime.

HOURS, WAGE & BENEFITS:

Wage is \$23.00 per hour. Current benefits include: a \$1200 monthly cash stipend which can be used to 1) purchase health/dental/life insurances, 2) contribute to a medical savings account and/or 3) taken as taxable income; a Section 125 Cafeteria plan; 401(a) tax-deferred retirement through Public Employees Retirement Association (PERA) with employer match; voluntary deferred compensation plan (457(b)); paid holidays, paid time off (PTO), Work from the office and at home. Flexible scheduling.

VETERANS PREFERENCE POINTS:

The SWCD gives veterans preference points to eligible applicants during the screening process. Please include a copy of your DD214 if you are applying for Veteran's preference points.

E-mail RESUME, COVER LETTER & DD214, if applicable, to:

Miranda Frenning, Accounting & Human Resources Specialist

North St. Louis Soil & Water Conservation District

miranda@nslswcd.org

Please title the subject as: Program Technician

ANTICIPATED TIMELINE:

Apply By – **February 16th, 2025, 11:59PM CST**

Interviews – February 27th, 2025

Start date – As soon as mutually agreed

DATA PRIVACY:

Minnesota Statutes Chapter 13 requires that you be informed of the following about private data requested in the application process. Name, home address, telephone numbers, and email address are used to identify you and to contact you about potential job opportunities. If your name is not provided, we won't be able to process your application. If your contact information is not provided, we will not be able to contact you and may reject your application. If you are a finalist for a vacancy, your name becomes public data and is available to anyone.

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex, marital status, familial status, age, sexual orientation, status with regard to public assistance, disability, genetic information, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law. North St. Louis Soil & Water Conservation District is an equal opportunity and veteran friendly employer. In compliance with the Americans with Disabilities Act, the SWCD may provide reasonable accommodations to qualified individuals with disabilities during the application and selection process and upon employment.

You are not legally required to provide any of the private data listed above. SWCD employees and board supervisors involved in the selection process may have access to your private data if their work assignments reasonably require access. Others who may legally access the above data are individuals or agencies to whom we are required to release the data by law, rule, or court order.