

## **THOMAS JEFFERSON SOIL AND WATER CONSERVATION DISTRICT JOB DESCRIPTION**

### **Environmental Programs Coordinator Education and Residential Programs**

The Environmental Programs Coordinator is responsible for carrying out a wide range of technical and educational duties throughout the five localities of the District including the Counties of Nelson, Louisa, Fluvanna, and Albemarle and the City of Charlottesville. The position is full-time and is responsible for administering the residential conservation cost share program, providing conservation technical assistance to homeowners, and managing the youth and adult watershed educational program. This position is under the supervision of the TJSWCD Executive Director.

#### **Minimum Qualifications**

- Demonstrated success with a minimum of two years' experience coordinating and overseeing volunteers and/or temporary seasonal employees, including supervision, leadership, and training.
- Demonstrated success maintaining and building partnerships, communicating professionally and effectively to a wide range of diverse stakeholders and organizations.
- Strong ability to complete work independently while successfully overseeing diverse team-based relationships with others, including partners, volunteers, the public, and employees.
- Proven experience managing contracts and grant programs, administrative processes, including expenditure tracking, and program budget management.
- Must have excellent oral and written outreach communication skills and be able to orally to deliver information for training and presentations.

#### **Preferred Qualifications**

- Graduation from an accredited college or university with a degree in environmental education or planning, natural resource management, agriculture, or related environmental field.
- Previous experience with managing personnel in multiple locations.
- Experience which demonstrates considerable knowledge of local, state, and federal nonpoint source water quality and soil conservation laws, regulations, policies, agencies, and programs.
- Experience with either conservation planning, and/or other Best Management Practice (BMP) implementation and verification.

#### **Education Program Essential Job Duties and Responsibilities:**

Plan, organize, and conduct the TJSWCD Educational Programs for youth and adults. These include, but are not limited to, school events and presentations, Envirothon, and other educational workshops and presentations.

1. Coordinate and conduct "Watershed Education" and/or "Meaningful Watershed Education Experience" (MWEE) for Albemarle and Charlottesville fourth-graders.

2. Recruit, coordinate, and provide leadership and guidance to Education Assistants to ensure effective Watershed Education and/or MWEE programming.
3. Promote and coordinate Youth Conservation Camp and Scholarship Programs and participate/mentor in the VASWCD Youth Conservation Leadership Institute.
4. Manage and oversee the Envirothon Program.

Plan, organize, and prepare educational materials, statistics, updates, and informational items to keep teachers, students, the TJSWCD Directors, staff, and general public informed and engaged.

5. Provide progress report, timely announcements, updates, and new information for the monthly Staff Newsletter.
6. Provide annual statistics, including beneficiaries of the work accomplished for the previous year, for the Annual Report.
7. Prepare educational press releases and correspond with media to foster coverage of District educational programs and events.
8. Oversee and coordinate educational program website updates, social media posts, and other effective communitywide communication methods.
9. Develop and/or assist with the development of grant applications and the administration of grant projects.
10. Other duties as assigned.

**Residential Cost Share and Technical Assistance Essential Job Duties and Responsibilities:**

1. Independently manage the Virginia Conservation Assistance Program (VCAP), the Charlottesville Conservation Assistance Program (CCAP), and the Albemarle Conservation Assistance Program (ACAP). Provide technical assistance in the field to homeowners for the planning and installation of all eligible conservation practices. Track progress and prepare and submit reports to District staff, the Board of Directors, the Water Resources Committee, and the Virginia Association of Soil and Water Conservation Districts (VASWCD) Steering Committee. Coordinate all documentation for project Approvals and Cost Share Payment.
2. Maintain documentation related to all activities, including all correspondence, tracking and reporting systems, databases, and paper and computer document files.
3. Attend specific trainings and maintain required Certifications to perform job.
4. Produce GIS maps and compile resource materials for District strategic planning and conservation goals as needed.
5. Promote the District's programs by attending specific conservation-related meetings and events as needed.
6. Oversee and coordinate residential program website updates, monthly outreach calendars, social media posts and activity, and other effective communitywide communication methods.
7. Assist with outreach and reporting requirements by preparing statistics, press releases, public presentations, and educational programming related to all District residential programs.
8. Assist with bookkeeping, records management, and other office administrative duties.
9. Other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Must be self-directed and have the ability to work with minimal direction, be able to work independently and schedule time in an efficient manner.
2. Must be able to perform well on multiple tasks with potential interruptions.
3. Must have basic knowledge and passion for conservation.
4. Must possess the highest levels of integrity, have a positive attitude, and be mission-driven.
5. Must be able to interpret ordinances, regulations, and water quality policies.
6. Must be able to interpret technical standards and program policies and guidelines.
7. Must have exceptional or can quickly gain computer software/technology skills and be able to effectively and efficiently use applications including, but not limited to, Geographic Information Systems, Global Positioning Systems, Outlook, Word, Excel, and PowerPoint (or other desktop design software). Competency with Dropbox, Google Docs, and InDesign a plus, but not required.
8. Must have strong topographic map reading and basic map production skills.
9. Must have or be able to develop accurate surveying skills.
10. Must be able to communicate professionally and effectively.
11. Must have a strong ability to engage a wide range of stakeholders and cultures.
12. Must be able to maintain effective working relationships with others, including the public and staff.
13. Must have excellent oral and written communication skills.

**Personal Characteristics**

- Approachability - Is easy to approach and talk to; spends extra effort to put people at ease;
- Interpersonal Skills - Relates well to all kinds of people, inside and outside the organization; builds appropriate rapport; listens; builds constructive and effective relationships; uses diplomacy and tact; truly values people; can diffuse even high-tension situations comfortably.
- Planning Skills - Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work tasks into steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
- Perseverance - Pursues everything with energy, drive, and a need to finish; seldom gives up before finishing.
- Problem Solving - Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; conducts honest analysis; looks beyond the obvious and doesn't stop at the first answers.
- Action Oriented - Enjoys working hard; is full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities when appropriate.
- Results Oriented and Accountable - Can be counted on to exceed goals; is constantly and consistently one of the top performers; steadfastly pushes self and others for results.
- Written Communication - Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.
- Discretion and Sound Judgement - Is able to deal with sensitive issues and information in a professional and, as required, confidential manner.

- Team Oriented - Works effectively with others; actively contributes to the achievement of group and organizational goals; accepts shared responsibility and ownership of projects.
- Integrity - Is widely trusted and seen as direct, truthful individual; keeps confidences; admits mistakes; doesn't misrepresent her/himself for personal gain.
- Practicality - Balances creativity with the ability to accomplish practical application of creativity to real world situations.

**Temporary COVID-19 Job Modifications:** TJSWCD is presently implementing full-time remote work during the COVID-19 pandemic whenever possible, with limited office time scheduled as needed with strict adherence to our COVID-19 Policy. At this time, most meetings are scheduled via video and phone conferencing including Microsoft Teams and Zoom. Employees are provided with a work-issued laptop for remote work. If employees do not have adequate equipment, TJSWCD will provide the resources to accomplish duties and responsibilities. TJSWCD staff are conducting all outdoor field visits as outlined in the TJSWCD COVID-19 policy, including but not limited to wearing masks, social distancing, etc. Employees are generally expected to return to in-person indoor settings when social distancing protocols have been reduced or mitigated, following state and local guidelines. Moving forward TJSWCD will be enacting a hybrid approach that combines teleworking with in-person work. However, the education programs portion of this job will eventually revert back to require significant in-person interaction with teachers and students at schools, in outdoor classrooms and day camp locations.

**Physical Conditions and Nature of Work Contacts:** Work is performed in a normal office environment and outside in all types of weather. The work requires the ability to talk, listen, observe, stoop, reach, sit, stand, move, climb and descend stairs, use repetitive motions, traverse uneven terrain, and walk and collect samples in streams. The position requires the ability to operate a telephone, computer keyboard, copier, other typical equipment, and motor vehicle; vision to read materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Work requires lifting or moving up to 25 pounds. When necessary, the position requires the ability to work unusual shifts, including nights and weekends, and travel to conferences, workshops, and events out of the area. Work may require substantial driving because of the size of the District. Applicant must have a valid Virginia driver's license and must be willing to provide his or her own transportation on the job if District vehicles are not available. Mileage will be reimbursed at the current federal mileage rate when District vehicles are not available. Tasks require alertness to avoid potentially hazardous conditions. While this position will primarily focus on the education and residential programs, specific duties and program areas may be adjusted in the future based upon District needs and employee's knowledge, skills, and experience.

The duties of this position are considered non-exempt under the FLSA. The TJSWCD benefits package includes fully paid individual employee health benefits, vacation and sick leave, and paid holidays.

**Salary:** TJSWCD Pay Grade 15

The District utilizes the Albemarle County Pay Scale found online here:

<https://www.albemarle.org/home/showpublisheddocument/11531/637746447306100000>