



AGRICULTURE AND WATER OUTREACH SPECIALIST POSITION DESCRIPTION

Position: Agriculture and Water Outreach Specialist

Service Term: 1700-hour AmeriCorps position, January – December

Reports to: Conservation Corps Assistant Program Manager and MDA Site Supervisor

Location: Windom, MN

- *This is not a residential program; participants must secure housing near the placement location.*

Benefits:

- Living Allowance: \$2,200/month
- Housing Reimbursement: \$100/month (reimbursable upon proof of payment)
- Education Award: \$6,495.00, if eligible and upon successful completion of program requirements
- Student loan forbearance (on qualifying student loans)
- Health insurance
- Childcare assistance
- Training, certifications, networking

About Conservation Corps Minnesota & Iowa: Conservation Corps Minnesota & Iowa, a nonprofit organization and AmeriCorps grantee, engages hundreds of youth and young adults each year in meaningful service, leadership development, and environmental stewardship. Our vision is a world in which everyone has equitable access to nature, is equipped to succeed in career and life, and is empowered to make a difference in conserving natural resources. Our projects and programs embody our core values of safety, service, respect, equity, and community. In working toward our vision, we believe it is important to acknowledge that natural resources organizations, including Conservation Corps Minnesota & Iowa, have a legacy of supporting and benefiting from systems that have restricted access to public lands and careers for marginalized groups. To challenge this, we commit to using equity as a lens for the work we do and decisions we make, building a shared vision surrounding justice, equity, diversity, and Inclusion goals with our partnering organizations and communities and providing an equitable training environment and high-quality programming to all our participants.

Position Summary: The AmeriCorps Agriculture and Water Outreach Specialist is based at Cottonwood Soil and Water Conservation District in Windom, Minn. The position serves alongside natural resource professionals with the Cottonwood and other area Soil and Water Conservation Districts supporting the work of The Minnesota Department of Agriculture with local implementation of the Minnesota Agricultural Water Quality Certification Program (MAWQCP), learning hands-on skills in assessing and managing soil and water resources. The Agriculture and Water Outreach Specialist provides assistance to the MAWQCP certification process which may include farm water quality assessments, field visits and

data collection, producer and/or landowner interviews service and groundwater monitoring programs, wetland and watercourse inventories and assessments; prepare documents for cost-share and easement programs; conduct field surveys and site inspections and prepare reports; and coordinate and conduct educational programs and activities. The Agriculture and Water Outreach Specialist will communicate with local landowners to develop management plans, gather input on best practices and provide education materials on soil and water resources.

Members are directly supervised by Conservation Corps Assistant Program Manager and MDA site supervisor. Members serve in a single placement setting with a partnering nonprofit/government organization. Members complete service projects with direction provided by partnering agencies and representatives of those agencies.

Duties & Responsibilities:

Member must complete service projects to the best of their ability, serving safely, effectively and efficiently to ensure projects are completed to the satisfaction of project hosts and the community. AmeriCorps members are expected to serve a minimum of 1700 hours and complete the entire service term per the start and end dates listed on the Member Service Agreement.

- Assist with outreach efforts, including:
 - Working with an interdisciplinary team that conducts data collection with physical and biological resources.
 - Design educational, outreach and promotional materials.
 - Develop and implement systems for outreach, networking and training.
 - Assistance with data collection and analysis, and compilation and synthesis of resource data for evaluating site design and development alternatives.
 - Compilation of background information and preparation of briefing documents and presentation materials.
 - Assistance with the production of internet and intranet content, press releases, and newsletter articles to announce important milestones.
 - Activities include data collection, mapping and field work related to whole farm assessments.
- Assist with GIS and other Information System Technologies, including:
 - Gather and analyze data in ArcGIS.
 - Assist with data collection and analysis, and compilation and synthesis of environmental data. Training provided, if needed.
- Assist with additional efforts such as:
 - Developing annual work plan that provides timelines and balance to the priorities of the various programs listed above. Utilize a work plan tracking document provided by the Corps and host agency to track work accomplishments and reprioritize on a regular basis.
 - Document technical project information, applications, and IT approaches for project continuity and expertise transfer.
 - Attend scheduled meetings, orientations and workshops, including required Conservation Corps AmeriCorps training sessions and site visits.
- Administration
 - Submit timecards and SAW reports to Site Supervisor (NOTE: Lunch time does not count toward total service hours).

- Submit timecards & SAW, expense reports, receipts and monthly credit card log promptly to Program Manager for coding and signature.
- Review and submit all vehicle/employee accident reports to appropriate departments in cooperation with the Program Manager.
- Public Relations
 - Represent the Corps at local job fairs, county fairs, CCC events, etc.
 - Assist in developing new display materials by taking pictures, creating PowerPoint slideshows, submitting e-news articles, etc.
 - Maintain program websites, write newsletters and articles and attend trade shows/conferences.

Hours & Schedule

- 40 hours/week, Monday – Friday, 8:00 AM – 4:30 PM (typical, occasional weekends including a mandatory 30 minute lunch break which does not count towards service hours)

Qualifications:

- Bachelor's degree in a related field OR a combination of college level coursework and equivalent professional experience in related fields.
- Strong planning, organization, communication and creative thinking skills.
- Familiarity with Microsoft (Access, Excel, Word, PowerPoint) required.
- Ability to communicate effectively in electronic, written and oral media.
- Effective time management and project oversight skills.
- Knowledge of GIS software and GPS use preferred.
- Work well in team settings and exhibit respectful assertiveness to contribute to projects and products.
- Ability to work hard in an indoor/outdoor setting for a minimum of 40 hours/week.
- Desire to work with diverse youth, adults and other volunteers in conservation, education and recreation settings.
- Positive attitude, interest in community service and desire to make a difference.
- Training will be provided in these areas as needed; no more than 20% of the service term is dedicated to technical and personal skills training.
- Must pass a criminal history check consisting of a National Sex Offender Public Website check, a state criminal history check, and a fingerprint-based FBI check. Passing the criminal history check is defined as no positive hits on the NSOPW and no history of violent offenses on the state or FBI checks.
- Member will certify that they have or will obtain the diploma/GED to be in accordance with program requirements

Other Information

In accordance with 45CFR 2520.65, AmeriCorps members may not perform prohibited service activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in the activities. Prohibited service activities are outlined in the Service Agreement section VII and AmeriCorps member manual.

Conservation Corps Minnesota & Iowa is an Equal Opportunity Employer and is committed to creating an inclusive environment that values the diversity of its staff and members and does not discriminate

against anyone. Employment/placement decisions with Conservation Corps will be based on merit, qualifications, and abilities. Conservation Corps does not discriminate in employment opportunities or practices based on race, color, creed, religion, sex, national origin, age, disability, veteran status, military service, union membership, marital status, familial status, sexual orientation, gender identity, status with regards to public assistance, genetic information or any other characteristic protected by law. Conservation Corps engages AmeriCorps members, ages 18-25, as defined under the American Conservation and Youth Service Corps Act, a subtitle of the National and Community Service Act of 1990. Reasonable accommodations available upon request.
Minorities are strongly encouraged to apply.

Women, BIPOC, LGBTQ people, and people with disabilities are strongly encouraged to apply.

Conservation Corps Minnesota & Iowa requires all employees and AmeriCorps members to be fully vaccinated for COVID-19 OR provide a weekly COVID-19 test.

I _____ have read and fully understand the above position description that reflects the service activities that I will perform during the AmeriCorps term.

AmeriCorps member Signature: _____ Date: _____

Approval Signature: _____ Date: _____