



## LAKE COUNTY SOIL & WATER CONSERVATION DISTRICT

408 1<sup>ST</sup> AVE., TWO HARBORS, MN 55616

P: (218) 834-8370

[WWW.LAKECOUNTYSWCD.ORG](http://WWW.LAKECOUNTYSWCD.ORG)

<b>Job Posting:</b>	<b>Community Conservationist; Outreach and Conservation Technician</b>
<b>District Location:</b>	Lake County Soil & Water Conservation, Two Harbors, MN
<b>Employment Status:</b>	1.0 FTE (Full-Time, 37.5 hrs./week, per Lake County SWCD Policy)
<b>Benefits:</b>	Taxable Fringe Benefit (\$950 month), Retirement Plan, Paid Vacation, Sick and Holidays
<b>Salary:</b>	Starting wage \$24.52 to \$29.62/hr., depending on education and experience
<b>Status:</b>	Non-Exempt

### Job Summary

Responsible for coordinating outreach, education and community event/groups. Conducts field work and implementing conservation projects. Conduct site visits and provide recommendations and guidance on solutions to natural resource concerns. Responsible for grant writing to acquire funding to support conservation implementation.

### Essential Functions/Responsibilities:

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

#### **Education and Outreach**

- Coordinate outreach, education, and community events/groups and implement conservation projects that align with watershed plan goals.
- Collaborate with partners to conduct conservation-based outreach.
- Lead outreach initiatives and events to local schools, stakeholders, and County residents
- Manage and coordinate the NE area Envirothon

#### **Conservation Implementation**

- 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.
- Obtain and maintain education on design standards and best management practices for natural resource related project implementation through Natural Resources Conservation Service (NRCS) job approval authority (JAA) in topics such as shoreline and riparian restoration, stormwater management, native vegetation establishment, and erosion control/restoration.

#### **Administration/Policy**

- Write state and federal grants to enhance and support conservation work in the Lake Superior North and South Watersheds of Lake County. Implement Lake SWCD grant program according to workplans, grant contract, and budget. Prepare and submit required reporting and financial documents to grant funders.

- 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.

**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.
- Ability to plan, coordinate, and implement outreach activities and events for all audiences which may include Envirothon, natural resource events for youth, landowner workshops on natural resource topics, watershed coordination meetings, and the like.
- Must have prior project management experience. Ability to manage multiple projects and maintain a high level of efficiency.
- Understanding of conservation best management practices, native plants, 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 people from other organizations, agencies, and groups in a professional manner.
- Ability to obtain NRCS JAA 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 planning, organizing, and fulfilling outreach events
- Demonstrated success in obtaining grant funding and with grant administration.
- Current NRCS JAA in Conservation Practice Standards
- 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 the Wetland Conservation Act (WCA) and the role of local government
- 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.

**Working Environment**

- 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.
- Some travel required within Minnesota and rare work commitments during evening, overnight, and weekend hours.

Lake SWCD is an Equal Opportunity Employer. Applications will be accepted until July 10, 2026 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](mailto: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 July. The position will begin in August.