



The Oakland Conservation District is seeking a Resource Conservationist to join our team of natural resource and environmental protection professionals. This is a part-time, grant-funded position for one year, with the potential for continued employment dependent on funding. This position's primary function is to assist landowners throughout Oakland and Lapeer counties.

This position is part-time, working approximately 11 hours per week from our Clarkston Office. The Resource Conservationist takes directions and reports to the District Administrator while working cooperatively with all other staff.

### **Position Summary**

The Resource Conservationist will help introduce customers to USDA Farm Bill Programs, including assisting in farm site assessments, conservation plans, and program signups. To fulfill position duties the employee shall exhibit the following knowledge, skills, and abilities:

- Approaches work with a positive attitude
- Able to work as part of a team
- Able to think critically
- Motivated, self-starter, and ambitious
- Able to implement written and verbal directions, developed customer service skills
- Strong verbal and written communication skills
- Able to lift and carry 30 pounds, climb stairs, and perform work outdoors and in an office setting

Position responsibilities include, but are not limited to:

### **General**

- Learn USDA Farm Bill program rules and regulations concerning the administration of applications and contracting procedures.
- Work with landowners applying for financial assistance through the USDA Farm Bill.
- Conduct field visits with District staff.
- Develop in-person and virtual presentations to deliver Farm Bill outreach and education for various audiences.
- Complete monthly board reports to the District.
- Work with other staff on District outreach and events.



## **Education and Experience**

- High School Diploma or equivalent required; college coursework and/or an associate or bachelor's degree preferred.

This position shall pay \$15.00/hour for 11 hours per week. An applicant must possess a valid Michigan Driver's License and reliable transportation to be considered.

Applicants must submit the following to the District for consideration: A resume and at least three references, including contact information. Please submit all application materials to: [oaklandconservation@gmail.com](mailto:oaklandconservation@gmail.com).