



Stearns Conservation District

Stearns Conservation District
110 2nd Street South – Suite 128
Waite Park, MN 56387

(320) 251-7800 ext. 3
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www.StearnsCD.org

Join the Stearns Conservation District Team!

- Position Title:** Outreach Coordinator
- Position Location:** Stearns Conservation District
110 Second Street South, Suite 128
Waite Park, MN 56387
- Hiring range:** \$26.10/hr to 31.92/hr (dependent upon experience)
Full salary range up to \$48.86/hr
- Benefits:** Medical/dental/vision coverage (single or family), PERA, vacation/sick/holiday leave
- Application Deadline:** Friday, February 14, 2025
- Assignment Deadline:** Wednesday, February 26, 2025 (selected applicants only)
- Interview Date:** Friday, February 28, 2025 (selected applicants only)

General Description: The main responsibility of this permanent, full-time position is to coordinate outreach efforts in three main areas: planning and promoting SCD events, recruiting landowners to participate in conservation programs, and general conservation public education in Stearns County

Minimum Qualifications: Four-year degree in marketing, communications, social sciences, public administration, or related field, or equivalent work experience. Other qualifications include, but may not be limited to:

- Ability to communicate clearly in both oral and written forms
- Strong interpersonal skills, capable of working with a wide variety of people
- Self-motivated: able to work with minimal supervision
- Valid Driver's License and ability to pass USDA security background check.

Preferred Qualifications

- Two years related, professional work experience
- Organizational skills and detail-oriented
- Strong writing and copy-editing/proofreading skills
- Experience with social media and email marketing
- Experience with graphic design (Canva) and website development (Wix)
- Experience with event planning
- Photography and videography capture and editing.

- Understanding of conservation, agriculture, natural resources, local government, and related issues

Duties and Responsibilities

These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this classification. Regular attendance according to the position's approved work schedule is required for all positions.

- Plan and coordinate staffing for all SCD education and outreach activities and events.
 - Tours, field days, workshops
 - Youth education, water festivals, Envirothon
 - Stearns County Fair, Central MN Farm Show, and other general events
- Work with technical and operations staff to develop appropriate landowner recruitment plans and create materials including postcards, flyers, signage, and digital media.
- Prepare and implement annual plans to utilize all channels to deliver SCD messaging.
 - Manage SCD website and social media accounts
 - Prepare and submit press releases
 - Schedule radio and other media
 - Mailings, newsletters, partner publications, and other platforms
- Design and compile the SCD annual report and quarterly newsletters.
- Capture and edit photography and videography of conservation projects, resource concerns, and SCD events.
- Design forms, templates, and user interfaces for SCD staff and customer service applications.
- Represent the SCD in public participation and outreach planning for One Watershed - One Plans, Watershed Restoration and Protection Strategies, and related efforts. Represent the SCD with educational organizations such as the Central Minnesota Water Education Alliance (CMWEA) and others as needed.
- Secondary duties include: reception, grant writing and reporting, and program evaluation.
- Other duties as directed or apparent.

Working Environment: Work is performed in an office setting approximately 75% of the time and 25% out in the field. Lifting requirement is up to 50 pounds on an occasional basis and ability to work in rugged terrain is required.

Who we are: The Stearns Conservation District (SCD) is a special purpose government agency that covers Stearns County. Our mission is to support voluntary conservation actions to preserve and

enhance Stearns County's natural resources. An elected board of five supervisors provides SCD's vision and direction for a team of 22 professionals. We are co-located with the USDA Natural Resources Conservation Service in Waite Park, Minnesota.

About Stearns County: Stearns County includes a very diverse range of natural resources, soils, and geology, from the forested areas around Avon, to the dairy farms around Melrose, to prairies of Belgrade, to the granite quarries near Cold Spring. There are over 300 lakes, and the County borders the Mississippi River on the east. Agriculture lead the economy with a strong dairy and poultry production base. There are also several colleges including St. Cloud State University and College of Saint Benedict and St. John's University. Stearns County offers a unique blend of rural charm and growing communities, with beautiful lakes, abundant outdoor recreation, and a strong sense of community spirit. It's a perfect place to raise a family, live an active lifestyle, and make a lasting difference for the environment.

Stearns CD work culture: We are mission-driven team. We believe in hiring passionate and talented people, guiding them to succeed and providing resources needed to grow.

We offer: A commitment to maintain competitive wages and benefits; Mentorship from a diverse and award-winning team; Diversity: natural resources, land use, social, demographics, and political; A culture of excellence, innovation, and teamwork; Opportunities for remote work when well-suited to the position, season and task.

Apply now by submitting to StearnsCD.HR@gmail.com (or the address listed below):

- 1) Letter of interest
- 2) Resume
- 3) Transcript(s)
- 4) Sample(s) of writing, graphic design, or outreach tools (5 pages maximum)
- 5) Stearns Conservation District "Application for Employment"

Stearns Conservation District
Attn: Human Resources
110 2nd Street South, Suite 128
Waite Park, Minnesota 56387

Application form available by visiting <http://www.StearnsCD.org> or by calling 320-251-7800 ext. 3.

Equal Employment Opportunity: Candidates will be considered without discrimination for any non-merit reasons such as race, color, religion, sex, national origin, politics, marital status, physical handicap, or age.