



Whitman Conservation District
(509) 288-4644
614 N Mill St. Suite A
Colfax, WA 99111

Conservation Project Planner (Agriculture)

Employment Type: Full-Time

Hourly Rate: \$22.45-29.18 (DOE)

FSLA: Non-exempt

Supervisor: District Manager

Position Summary:

The primary focus of the Conservation Project Planner (Agriculture) is to work closely with Whitman Conservation District (WCD) staff, local agricultural producers, and conservation partners to develop and implement voluntary conservation plans. This position manages various projects, including the Direct Seed Program, conservation plans for producers, the Equipment Cost Share Program, and the installation of watering wells. All projects will adhere to NRCS practice codes. The planner will provide technical assistance, collect data, run tools and models, help write and manage grants, maintain equipment, oversee projects and conduct outreach to promote sustainable agricultural practices on private land. This role involves both fieldwork and office tasks and serves as an integral member of the team, coordinating efforts to enhance agricultural sustainability. This position will report directly to the District Manager.

Required Qualifications:

- Bachelor's degree in Natural Resources, Agriculture, Agronomy, Soil Science, Environmental Sciences, or a closely related field. Qualifying experience may substitute year-for-year for the education requirement.
- Two (2) years of experience in agricultural conservation practices, including direct experience with producers.
- Understanding of basic agronomic and agricultural economic principles.
- Capacity to develop and interpret soils maps & aerial photography.
- An understanding of agricultural practice in our region.
- Proficiency in Microsoft Office Suite and GIS applications.
- Effective communication skills, both verbal and written.
- Strong attention to detail, organizational skills, and problem-solving abilities.
- One (1) year Experience in the operation and maintenance of field tools (e.g., chainsaws, power tools).
- Physically able to carry up to 40 lbs. over steep and/or rough terrain in inclement weather conditions.
- Possesses a valid, unrestricted driver's license.

Preferred Qualifications:

- Certified Conservation Planner or in progress towards certification.
- Masters Degree in Agriculture, Natural Resources, Range Management, Environmental Science or related field.
- Professional knowledge of policies and practices of Conservation Districts.
- Knowledge of local, state, and federal conservation grant programs (e.g., EQIP, CRP, CREP).
- Understanding of watershed management, particularly in agricultural contexts.
- Familiarity with local plant communities and ecology.
- In-depth knowledge of agronomic principles and conservation /regenerative practices
- Ability to translate technical and scientific knowledge, concepts into practical and understandable terms
- Washington State Public Pesticide applicators license or the ability to obtain certification.

Knowledge, Skills, Abilities, or Competencies:

- Understanding of the District's strategic plan, mission, and policies.
- Experience running agriculture and soil models to include RUSLE and other NRCS models.
- Knowledge of microbiology as it relates to soil health and crop production.
- Strong understanding of farm operations and agronomic principles.
- In-depth knowledge of crop management practices, soil science, pest and disease management, and precision

agriculture.

- Skills in organizing and expressing ideas in oral and written communication.
- Strong Customer Service Orientation – the desire and ability to provide friendly and flexible services that resolve concerns in a timely fashion in accordance with the appropriate processes and procedures.
- Proficient in office software, including databases and spreadsheets.
- Strong interpersonal and communication skills, both oral and written.
- Ability to analyze complex agricultural issues and develop effective solutions.
- Ability to analyze complex issues, conduct thorough and appropriate fact-finding inquiries, reason logically, and articulate sound solutions.
- Ability to understand the priorities of the organization.
- Ability to maintain confidentiality, to the extent allowed by law.
- Capacity to establish and maintain effective working relationships with stakeholders, including landowners and agencies.
- Ability to navigate, leverage and utilize social media tools such as Twitter and Facebook
- Commitment to promoting diversity and inclusion within the workplace.
- Ability to manage multiple tasks effectively and adapt to a fast-paced environment.
- Demonstrated ability to effectively operate standard office equipment including computers, phones, and electronic messaging.

Job Duties and Responsibilities;

45% Technical Assistance

- Provide technical assistance, services, and resources to agricultural producers to enhance natural resource conditions voluntarily.
- Assist in planning and executing monitoring projects for agricultural lands. Develop and implement custom conservation plans to address specific resource concerns.
- Inventory, evaluate, monitor and document natural resource conditions

25% Implementation

- Plan, organize, and coordinate the implementation of agricultural conservation projects, including the Direct Seed Program and Equipment Cost Share Program.
- Apply for and secure necessary permits for project and implementation.
- Analyze resource data and manage project compliance with NRCS codes.

15% Education and Outreach

- Develop and implement educational programs and outreach initiatives to promote sustainable agricultural practices among local producers. Create informational materials and organize workshops and field days in collaboration with other conservation districts and agricultural agencies.
- Establish partnerships with schools and community organizations to enhance awareness of conservation efforts, including classroom presentations and community events.
- Utilize social media and digital platforms to share success stories and upcoming events, ensuring effective communication and engagement with the community.

10% Grant Assistance

Assist with grant research, writing, reporting, administration and management.

5% Other

Performs other related duties as required. Coordinate and supervise volunteers. Maintain proper use of WCD equipment during monitoring, by completing necessary repairs and inventory maintenance.

Physical Requirements:

- Lift/Carry frequently: Over 50 lbs.
- Pull/Push frequently: Over 50 lbs.
- Bend: Frequently
- Twist: Frequently
- Squat: Frequently
- Climb: Frequently
- Kneel/Crawl: Frequently
- Reach/Reach Overhead: Frequently
- Finger Dexterity/Fine Manipulation: Continuously
- Sit: Frequently
- Drive: Frequently

Unique Vision Requirement:

N/A

Work Setting:

Office environment and fieldwork with site visits, training, and local/out-of-town travel. Occasional extended hours, including some Saturdays. Outdoor labor-intensive work, including hiking and wading in streams.

Unique Work Conditions:

- Extreme Temperatures: Occasionally
- Fumes/Odors/Mists/Dusts: Occasionally
- Confined Areas/Spaces: Occasionally
- Potential Hazards Exposure: Occasionally
- Other Working Conditions: Subject to both indoor and outdoor environmental conditions.

Equipment Utilized:

- Desktop computer literacy, including proficiency with Microsoft Office applications.
- Basic office equipment (telephone, printer, photocopier).
- District vehicles and trailers.
- Various power tools (e.g., drills, saws).

Please Note: The employee must demonstrate the ability to perform the essential functions of the position, with or without accommodation.

ACKNOWLEDGMENT:

This position description describes the essential functions and qualifications for the position. This document does not exclude an opportunity for modifications consistent with providing reasonable accommodation. This position description is not a contract.

BENEFITS:

Whitman Conservation District offers benefits for regular and project employees that include:

Medical/dental/vision, basic life and long-term disability insurance through the Washington State Public Employees Benefits Board (PEBB)

o 100% of the premium cost for the employee is covered by WCD

o 50% of the premium cost for spouse and dependents is covered by WCD

Retirement through the Washington State Department of Retirement Systems (DRS)

o Optional participation in the Deferred Compensation Plan (DCP)

12 days paid annual leave per year

13 paid holidays

80 hours annual Sick Leave.

Employees are eligible for full-time benefits after a 6-month probationary period.

TO APPLY

Please visit our [web page](#) to fill out a job application.

Send a resume and cover letter of intent by March 1st, 2025, to the WCD District Manager Josh Larsen at jlarsen@whitmancd.org.