



# CHAMPAIGN COUNTY

SOIL AND WATER CONSERVATION DISTRICT

2110 W. Park Court, Suite C

Champaign, IL 61821

217-352-3536 ext. 3 [www.ccswcd.com](http://www.ccswcd.com)

## Job Posting - Administrative Coordinator

The Champaign County Soil and Water Conservation District (CCSWCD) is seeking an Administrative Coordinator to coordinate and implement soil and water conservation practices as a vital member of the SWCD team and in accordance with the goals set by the CCSWCD Board of Directors.

### Pre-requisites:

- Candidates must be passionate about conservation in an agricultural environment
- Organized, self-motivated, innovative
- Willing to accept responsibility and work independently
- Possess excellent oral and written communication skills
- Proficient with basic office software
- Administrative, QuickBooks, GIS, and grant writing experience preferred
- Bachelor's degree preferred but not required

Job duties include, but are not limited to, coordinating activities among partners and committees, providing reliable management of the District office operations, and providing outreach for youth and adults.

### Administrative

- Assist project leads with development and management of grant project budgets
- Provide payroll and human resources services to District employees
- Complete financial and activity reports for multiple grants and agreements
- Prepare for monthly board meetings and facilitate the Annual Meeting
- Develop, recommend, implement, and evaluate District policies and procedures
- Manage all accounting and tax reporting for the District with QuickBooks
- Prepare invoices, distribute payments, maintain files, and assist customers

### Operational

- Along with Resource Conservationist, be responsible for the management of day-to-day operations of the District
- Maintain NRCS partnership by providing administrative assistance for USDA Farm Bill programs
- Attend meetings, workshops, training courses, seminars that enhance District programs and AC's knowledge
- Serve as FOIA officer
- Disperse IDOA Partners for Conservation program funds for implementation of conservation practices
- Coordinate district sales for habitat and conservation enhancement
- Assist the Resource Conservationist to prepare Natural Resource Information Reports (NRIRs) using ArcMap

### Education & Outreach

- Develop, organize, and promote adult and youth educational events
- Work with staff and advisory committees on the District owned wetland and prairie for maintenance, fundraising, and education purposes

- All staff are responsible for the public relations of the District through various media outlets, newsletters, correspondence, etc. to enhance public relations
- Maintain and enhance working relationships with partners in conservation and stakeholders
- Provide friendly, useful/valuable/high quality conservation information to the community
- Maintain and enhance the District web page and social media pages
- Assist in education and implementation of the Nutrient Loss Reduction Strategy (NLRS)

This is a full-time position with benefits. The salary range is between \$40,000-45,000 and is commensurate with education and experience. Employees are given a yearly contract with funding dependent upon government allocations and grants. A valid driver's license and proof of automobile insurance is required, as well as a Federal background check.

CCSWCD will begin reviewing applications, including cover letter, resume, and references on March 8, 2023. All interested candidates should submit application materials to Champaign County SWCD, 2110 W Park Court, Ste C, Champaign, IL 61821 or via email to [info@ccswcd.com](mailto:info@ccswcd.com). For questions, please contact Ivan Dozier at [Ivan\\_Dozier@il.nacdnet.net](mailto:Ivan_Dozier@il.nacdnet.net) or (217) 352-3536 ext. 3.

The Champaign County Soil & Water Conservation District is an Equal Employment Opportunity Employer.