

Job Announcement

Petroleum County Conservation District

Water Conservation Program Coordinator

Location: Virtual home office with in-person responsibilities across the Petroleum County Watershed

Application Deadline: April 15, 2025

Anticipated Start Date: May 27, 2025 (Start date is flexible)

Starting pay: \$22.00-\$28.00/hr depending on experience

Position Open Until Filled

Position Background:

PCCD Mission: The Petroleum County Conservation District, through education, outreach, and project development puts local common sense natural resource conservation on the ground.

Purpose: Petroleum County is facing a shift towards less frequent but more intense moisture events than it has had historically, resulting in drought challenges between these occurrences, as well as poor water retention during the larger events. The aging irrigation infrastructure struggles to cope with these significant moisture events. To tackle these issues, we need effective strategies to maximize water capture from large events and enhance our irrigation systems. The Petroleum County Conservation District's *Water Conservation Program* aims to improve both the quality and quantity of water in the county by:

- Promoting and supporting local watershed groups
- Assisting local water users and irrigators
- Advocating for water retention and storage solutions
- Developing a comprehensive Watershed Plan or Restoration Plan for the watersheds of Petroleum County

We are looking for a passionate employee who will coordinate developing and implementing a watershed plan/watershed restoration plan, and secure funding for projects that best help water conservation in our county. This employee will focus on watershed enhancement, starting with the development of a watershed plan or restoration plan. This position and the accompanying plan will be instrumental in:

- Enhancing water quality and quantity in our county
- Supporting and promoting local watershed groups
- Assisting local water users and irrigators
- Encouraging water retention and storage initiatives

Job Description:

The Petroleum County Conservation District (PCCD) will employ the Water Conservation Program Coordinator to manage and coordinate the PCCD Water Conservation Program, and support their mission. This person will work with the PCCD Board and staff to determine the goals and priorities for projects.

Duties:

- Serve as liaison among PCCD's partners, including water user associations, watershed groups, conservation districts, NGOs, local government, state and federal agencies.
- Attend Conservation District meetings
- Implement the PCCD's annual and long-range watershed plan/program as well as assist in other plans and programs in the CD's annual and long-range plan(s).
- Secure funding for continued staff capacity.
- Secure funding for and coordinate projects such as irrigation diversion replacement, mesic work, and off-stream water storage.
- Assist PCCD partners in writing grant applications to fund selected projects; assist in the preparation of reports required by grant funders.
- Direct and supervise a Big Sky Watershed Corps member, or other intern position, if capacity allows.
- Develop and implement a watershed plan for Petroleum County watersheds.
- Potential monitoring and data collection.
- Report to the PCCD Board of Supervisors.
- Coordinate meetings with PCCD partners as needed.
- Provide legislative testimony as appropriate.
- Coordinate education and outreach workshops and events.
- Review and update description of this position's duties and responsibilities in consultation with PCCD, partners, and stakeholders.

Qualifications:

The ideal candidate is flexible and self-starting and has outstanding interpersonal and communication skills. Excel at maintaining and building partnerships. Strong ability to multi-task and prioritize diverse workload. Project management experience. Some travel and weekend/evening availability is required; use of personal vehicle will be necessary with mileage reimbursement at the MRF annual rate.

Qualifications Include:

- Bachelor's degree preferred in resource management, range management, conservation, hydrology, or related field of study.
- Excellent written, verbal, and communication skills.
- Proficient computer skills including Word, Excel, Canva, website management, computerized geographical information systems and social media platforms.
- Experience working with agricultural producers, agencies, non-profit organizations, and volunteers.
- Valid driver's license, and the ability to drive long trips on rural highways and gravel roads, frequently without cell phone service, independently handling any emergency that might arise
- Experience in natural resource management, range management, conservation, or related field.
- Experience in community outreach, communications, and public speaking.
- Experience planning and facilitating meetings.
- Experience with grant writing and technical writing.
- Strong leadership skills.
- Project management experience: budgeting, grant management, partner collaboration, contractor management. etc.

It is expected that the coordinator will use a personal computer and phone and will work remotely. The coordinator will use his/her own vehicle; however, work-related travel costs will be paid by the Petroleum County Conservation District at the state mileage and per diem rates.

Term: The position is 30-40 hours per week. The position is funded for at least one year. The successful applicant will be responsible for securing funding to continue the position past current secured funds. Compensation: \$22-28/hour DOE, plus benefits.

To Apply:

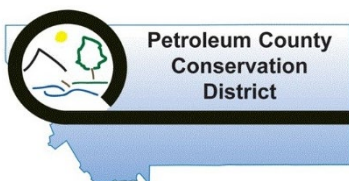
Please combine your cover letter, resume, 3 professional references and answers to the following questions and email your package to Trish Smith, petroleumcd@macdnet.org, OR mail to PCCD, PO Box 118, Winnett, MT 59087. Applications are due by Monday, April 15, 2025 at 5:00 pm.

1. What is your experience working in rural communities?
2. What do you see as the role of water storage and irrigation on the landscape?
3. What do you see as the role of locally led conservation on the landscape?
4. What challenges do you perceive for this job and how would you handle those challenges?
5. What do you feel is the most important thing to consider when coordinating a Water Conservation Program that has many different facets, personalities, and focal projects?
6. Please describe any experience that you have working for a board of directors.

Questions? Email Trish Smith at petroleumcd@macdnet.org or call the PCCD office at 406-429-6646 ext. 104.

Petroleum County Conservation District is an equal-opportunity employer, and **we encourage all individuals who are passionate about our mission to apply.**

Funded by:



Petroleum County Conservation District **Water Conservation Program Coordinator**

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Skills, Knowledge and Experience Required:

- Combination of education and/or experience in natural resource management, education, computerized geographical information systems, writing and word processing, website management, grant writing, human resource supervision.
- Ability to communicate clearly and competently with PCCD partners, agricultural producers, local school district teachers, students, and staff members at federal and state resource agencies.
- Ability to drive long distances on rural highways and gravel roads, frequently without cell phone service, independently handling any emergency that might arise.