

Knox County Soil Conservation District AmeriCorps Position Description



The Knox County Soil Conservation District (Knox SCD) is looking for qualified and motivated individuals to assist in carrying out a variety of duties to help the District plan and implement a variety of agricultural conservation practices.

The Knox SCD in partnership with NRCS provides technical and financial assistance to agricultural and non-industrial frost landowners through voluntary programs to install Agricultural Best Management Practices (Ag BMPs). The primary duty of the Knox SCD AmeriCorps Member will be to provide outstanding service in carrying out its mission to promote and install Ag BMPs, while exercising professionalism, enthusiasm, and creativity in the workplace. The AmeriCorps member will be provided an excellent opportunity to build their resume and skill set. The AmeriCorps member will gain experience in working with conservation planning, agricultural conservation, GPS & GIS technology, project design and monitoring, and public education outreach.

List of duties/job functions may include but are not limited to:

- Work in the office and the field assisting staff in providing conservation technical assistance
- Assist in designing, installing, inspecting, and reporting on Ag BMPs
- Assist in the coordination and implementation of the Knox SCDs education outreach projects which include but are not limited to watershed initiatives, training/workshops, farm tours, field days, annual banquets and community events
- Create maps with GIS software including ArcMap and KGIS
- Assist with project documentation and data entry
- Assist with surveying streambanks including using measurement tools such as laser levels, survey rods and tape measures
- General office functions including scheduling, preparing Board meeting documents, managing customer folders and preparing for events.

Required Knowledge, Skills, and Abilities

- Strong Microsoft Office knowledge, primarily Microsoft Word, Excel, and PowerPoint
- Willingness and ability to work outdoors for extended periods of time while collecting graphical data, in both fair and inclement weather
- Knowledge of general natural sciences and ability to learn basic principles
- Flexibility in the workplace and willingness to take on a range of tasks
- Ability and/or willingness to learn to use technical tools e.g. survey equipment, GPS equipment, GIS software
- Detail-oriented with the ability to collect, document, and maintain recorded information
- Ability to successfully complete projects within a team and individually
- Ability to effectively communicate and coordinate with others, both verbally and written
- Ability to take direction while also showing initiative in daily tasks
- Creative, independent, personable, motivated, dependable, and professional
- A valid driver's license and reliable transportation to and from the office

Academic Qualifications

- Bachelor's Degree, preferably in areas of study related to agriculture, environmental conservation, natural resource management, engineering, landscape architecture, or sciences