



Eastern Band of Cherokee Indians Job Description

Position ID Number:	932540014	Last Revised:	05/14/2018
Position Title:	Conservation Outreach Coordinator	Department:	Natural Resources
Reports to:	Natural Resources Manager	Division:	Agricultural & Natural Resources

Primary Function: This position is responsible for developing and carrying out a coordinated natural resource conservation and education program that is tailored to customers' needs and meets relevant federal and Tribal goals, objectives, and requirements.

Job Duties and Responsibilities:

- Interact with internal and external customers / clients in a polite and professional manner.
- Works with Division of Agriculture and Natural Resources and partnering agencies including but not limited to USDA Natural Resource Conservation Service (NRCS) to conduct needs assessments and develop, plan, implement, evaluate and improve conservation outreach and conservation practices;
- Assist in gathering and assembling preliminary data for all natural resource concerns for use in developing complete basic farm/private-land conservation plans, including conducting resource inventories, analyzing data and preparing maps for conservation practices common to the area;
- Utilize conservation planning tools in the documentation and management of conservation plans and technical assistance by the service center;
- Provide a variety of information to landowners and other program participants; guidance on completion of required program application materials; and explanations regarding contract payment processes and paperwork requirements;
- Assist landowners in the development of land management plans pertaining to the sustainable use of forest, agriculture, wildlife and water resources. Work with Natural Resource staff to coordinate and present conservation education programs, classroom activities, teacher workshops, and adult education programs, including scheduling and arranging tours, field days, fair displays, and/or meetings for groups interested in EBCI Natural Resource management;
- Develop educational curriculum and associated media for a variety of user groups;
- Organizes, implements and participates in public outreach and community events;
- Update and assist in maintaining program website and social media accounts, including posting public events information;
- Prepare grant proposals and partnership opportunities to expand program capacity to meet public outreach and communication objectives;
- Prepares special reports upon request by program management for agency partners, Tribal government leadership;
- Attend meetings and various seminars as required and represents EBCI on committees, teams, and cooperatives

**Education
/Experience:**

- B.S. Degree in soil conservation or related agricultural or natural resource discipline such as agronomy, soil science, forestry, agricultural education, or agricultural engineering, environmental science, biological science, or natural resources management required.
- One-year experience in conservation planning and coordination required.
- Must have demonstrated experience of 1-3 years in developing conservation management plans and conducting educational outreach events
- Valid NC Driver's License required.

Job Knowledge:

Experience is defined as performing administrative duties in support of conservation planning. Examples include: processing, organizing and filing records for business program operations; responding to question on office programs policies, procedures and operations to employees and outside parties; receiving and processing applications (including reviewing applications for completeness); reviewing incoming/outgoing correspondence for format, grammar, punctuation; maintaining office filing system; design or develop financial and transactional reports, and correspondence for conservation projects; communicate program information and verifying participant eligibility; creating and maintaining case files; tracking contract status and following up with participants to ensure deadlines are met; reviewing contracts, payments, and other technical documents for accuracy and compliance with policy; apply conventional and established conservation methods and techniques to maintain or improve production while conserving soil and water resources; work with staff and customers to resolve program issues and problems. Thorough knowledge of natural resources, agriculture, watershed management, water quality, pollution prevention, air quality, and wildlife, and the ability to apply such knowledge to various education projects and programs. Ability to effectively communicate orally and in writing with co-workers, agency partners, and the public. Strong public speaking ability and the ability to comfortably present information on conservation topics to a variety of audiences. Working knowledge of standard office practices, computer skills including ability to develop presentations and a variety of communication media, website development, and the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

**Complexity of
Duties:**

Must be able to simultaneously coordinate multiple projects that span a variety of conservation disciplines with multiple partners.

**Contact with
Others:**

Internal EBCI contacts occur on a daily basis with co-workers, supervisors, and EBCI leadership. External contacts include federal and state agency representatives, educators, grant administrators, contractors, engineering firms, business owners, home and land owners, suppliers, and general public. All contacts are for the purpose of exchanging or providing information and require tact, diplomacy, and professional decorum. In some cases, the incumbent will be required to represent the Tribe in a professional manner on various forums and committees.

Confidential Data:

The incumbent is responsible for highly confidential material including, biological and environmental data, government reports, financial information, and more. Has access to all departmental memos, select grant agreements, select contracts, and other tribal correspondence considered confidential. A high degree of discretion must be used when considering what information should be shared. Must adhere to tribal confidentiality policies while performing job duties.

**Mental /Visual
/Physical Effort:**

Required physical activities associated with this position is split between the outdoor environment and indoor office environment. Job duties require regular physical exertion such as walking or climbing over wet, rough, uneven and /or rocky surfaces; bending, crouching, stooping or reaching to observe, collect and/or record field data. Mental concentration varies depending on the tasks at hand. High levels of concentration are required while overseeing multiple projects. Close attention to detail is required. Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis.

Environment: The incumbent should expect to spend approximately 60% of their time in an office setting for administrative and planning purposes. The remaining 40% shall be dedicated to consulting with home/land owners, collecting field data, conducting programming and outreach events, client interaction and follow-ups, and professional meetings.

Scope of Supervision: The incumbent shall have no employees to supervise.

Supervision Received: The incumbent is primarily accountable to Natural Resources Manager.

Resourcefulness and Initiative: The incumbent must be able to work independently and inherently be highly self-motivated in executing work plan(s) generated in collaboration with the Natural Resource Manager. Must possess thorough knowledge of USDA -NRCS, and Tribal operating procedures, funding opportunities, and reporting requirements.

Responsibility for Accuracy: A high level of accuracy is required to ensure proper data collection, evaluation, and analyzing of information and report completion. Complex scientific and policy information must be conveyed in an accurate and timely manner.