

Position Posting: Environmental Field Technician & Engagement Coordinator

Eastern Rhode Island Conservation District is looking for a full-time entry-level Environmental Field Technician and Outreach Coordinator with a passion to assist people in planning for best conservation management of their land. The ideal candidate will have proficiency in a range of communications and public relations techniques. This is a grant-funded one-year position with potential for future grant funding.

What are the Rhode Island Conservation Districts?

Rhode Island's Conservation Districts are not for profit, quasi-public organizations that serve local communities, and work on various projects to ensure natural resource conservation and sustainability. Rhode Island has three Districts located in the Northern, Southern and Eastern parts of the state, and these Districts work intimately and cooperatively on statewide projects. Many of the projects that the Conservation Districts work on are in partnership with local governments, land trusts, conservation commissions, RI Department of Environmental Management and the US Department of Agriculture Natural Resource Conservation Service.

Rhode Island's Conservation Districts are governed by RI State Laws, and the work accomplished by the organizations are directed by locally elected boards of directors and associate directors. The mission of the Conservation Districts is to promote and achieve a healthy environment and sustainable use of natural resources for the people of the state of Rhode Island, now and for the future, by coordinating partners to provide technical, educational and financial resources.

Position Summary:

This job posting is for an Environmental Field Technician, whose primary focus will include the USDA, Natural Resources Conservation Service (NRCS), specifically assisting in Conservation Planning & Implementation project plans, Outreach Education and occasional assistance at the District's Portsmouth AgInnovation Farm. The engagement portion of the role will work to engage the public through Earth Month programming, maintain the profile of the organization in the community, among other activities. Workload may include assisting in the servicing and implementation of contracts with existing clients, and assisting new clients with applications.

Applicants should have exceptional communication skills, enjoy working outdoors in various weather conditions, and must be open to learning new skills, receiving specific direction and able to work as an individual and as part of a team.

Educational Requirement(s):

Bachelor's Degree preferred. Associate's degree combined with equivalent experience acceptable. Applicants should have a background in environmental sciences (including agriculture, plant and soil science, natural resources, conservation, field biology). Experiences in field settings preferred. Applicants must be proficient in ArcGIS 10. Computer literacy is a requirement, and should include database management and word processing. Experience in photography and videography, graphic design, and public relations preferred.

Scope of Work

Actual work schedule may be negotiable, with 40 hours of work/week; daytime hours required, along with some weekend availability. Regular work times & hours will be determined at start of employment. Mileage will be compensated at federal rates for field work.

Location of work:

Base location: Eventually at Natural Resources Conservation Service (NRCS), 60 Quaker Lane, Warwick, RI 02886. However, the start of the job will be at their home. Field visits will be required throughout the state. Mileage will be reimbursed to/from site visit locations. Valid driver's license, car insurance, a good driving record and reliable transportation a must.

Hourly pay rate: starts at \$22.00, commensurate with experience.

Position Status: Full time temporary position. Grant funding has been secured for one year. There is potential for additional grant funding.

Benefits: Funding towards health insurance and 3% match to Fidelity Simple IRA.

Field Technician Duties & Responsibilities:

- Field Tech will be expected to walk through forests and agricultural properties to observe and assess/evaluate natural resource concerns;
- Field Tech will respect natural resources, owners, and livestock;
- Field Tech will work to understand landowner goals / objectives for land use and utilize various tools to determine and plan appropriate conservation activities;
- Field Tech will be expected to utilize a GPS in the field, as well as produce necessary maps using ArcGIS systems;
- Field Tech will accept training on, and learn new software programs specific to assigned projects;
- Field Tech will be required to enter sensitive data into a federal database;
- Field Tech will work in cooperation with the District Manager, other technicians, and the Board of Directors;
- Field Tech will be expected to attend bimonthly employee meetings (2x/month) with the District Manager and USDA NRCS District Conservationists;
- Field Tech will be required to obtain a background check, and is required to obtain Level 2 Federal Clearance;
- Other duties assigned:willing to provide any other duties necessary for the functioning and/or benefit of the Conservation Districts, i.e. representing the Districts at public events.

Communications Responsibilities:

- Update and maintain website including calendar, blog, and current partner and programming information.n
- Update and maintain social media channels.
- Compile monthly newsletter and maintain mailing lists.

- Run Earth Month activities.

Public Relations Responsibilities:

- Write press releases for earned media opportunities.
- Maintain relationships with local media representatives and relevant municipal and state staff.
- Maintain relationships with community partner organizations.

Events & Events Promotion Responsibilities:

- Create ticketing pages for paid and unpaid events.
- Design digital assets.
- Design print collateral and manage relationship with vendors.
- Promote events through owned and earned media channels.
- Manage background sales data for events.
- Manage day-of event logistics, as needed.
- Photo and video documentation of events.
- Post-event follow up with stakeholders.

Supervisory Relationships:

This position is under the direct supervision of the District Manager, with workload status reported to the Project Manager. Performance appraisal of this employee and decisions regarding salary and other compensation, disciplinary actions and termination of employment are the responsibility of the Board of Directors, following the Conservation District Policy Handbook.

Please submit Cover Letter and Resume to info@easternriconservation.org.