

Position Announcement – Outreach Coordinator

POSITION STATUS	Full-time (32 hrs minimum)
STARTING SALARY RANGE	\$38,400 – 49,945 DOE
POSITION LOCATION	Detroit Lakes, Minnesota
CLOSING DATE	August 8, 2025



POSITION PURPOSE:

The Outreach Coordinator performs secretarial and administrative functions for Becker SWCD, The Red River Valley Conservation Service Area (RRVCSA / TSA1) and NRCS partners. Responsibilities also include promoting adult and youth outreach for the district, environmental education, advertising and promotion for the district on all levels of media. This person will also assist NRCS staff and other agencies as requested. Position may require traveling throughout the County and State, a valid Minnesota Driver's License is mandatory.

DESIRED QUALIFICATIONS:

- A minimum of a two-year vocational secretary certification or comparable post-secondary education plus three years of secretarial or administrative experience.
- Proficient knowledge of sound fiscal management and accepted accounting principles.
- Must be able to operate office equipment, including copier/scanner/printer, computers, proficient with Microsoft Office and familiar with QuickBooks; and
- Strong interpersonal skills; capable of working effectively with individuals in public, private, and government sectors; self-motivated: able to work with minimal supervision.

ESSENTIAL JOB DUTIES AND FUNCTIONS:

The duties below are normal for this position. These are not to be construed as exclusive, exhaustive or all-inclusive. Other duties may be assigned and required.

- General office and receptionist duties for the SWCD and NRCS office.
- Answers phone calls and meets the public in a courteous and helpful manner.
- Prepares board material/packet for distribution. Records & distributes official board minutes of the meetings. Compiles background information to facilitate decision making at board meetings. Provides follow-up on activities as requested by the board.
- Assists the Office Manager with accounting, payroll, invoicing, financial and grant reporting.
- Assist with the District Administrator with recruitment, talent acquisition, staffing, onboarding, training and development, succession planning, and employment laws.
- Plan, Coordinate, Organize and oversee the Ike Fischer Conservation Tour, Ag in the Classroom, Soil Soakers, Water Festival, Sucker Creek, SWCD sponsored Demonstrations, Workshops and Tours, Area Envirothon, High School Career Fair, other School visits and other events as needed.
- Prepare the Annual Plan and assist with the Annual Report with input from the Board and Staff.
- Prepare documentation for Grant reports, and enter financial data into elink, quarterly at a minimum.
- Coordinate the design and set up of the Fair Booth and other displays as needed.

SELECTION PROCESS:

Applicants must submit a resume, cover letter and complete application for employment to:

Becker SWCD
Attn: Bryan Malone
809 8th Street SE
Detroit Lakes, MN 56501

Or email completed application materials to: bryan.malone@co.becker.mn.us

Finalists for the interview process will be determined after initial screening and assessment of qualifications provided in the materials submitted. Applicants selected for the interview process will be contacted directly.