



Outreach Coordinator Position Description

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.

Basic Qualification Requirements

Candidates must have a two year vocational secretary certification or comparable post-secondary education plus three years of secretarial or administrative experience. Must be able to operate office equipment, including copy machine, computer and be familiar with Microsoft Office and QuickBooks. The essential job duties for this position are regular and timely work attendance, ability to establish and maintain working relationships with co-workers, agencies, and clients; ability to work under stressful conditions.

Duties and Responsibilities

1. Administrative:
 - a. Provides administrative, general office and receptionist duties for the SWCD and NRCS office.
 - b. Answers phone calls and meets the general public in a courteous and helpful manner.
 - c. Maintain log of applications for AgBMP loan program. Assist with the completion of the annual report and application. Coordinate annual meeting with MDA and the NW MN AgBMP Loan Area.
 - d. Screens and reviews all incoming SWCD, TSA and NRCS mail; prepares replies on the basis of subject matter or routes to appropriate party.
 - e. Promote, develop and maintain the SWCD rainfall monitoring database.
 - f. Maintains SWCD files according to established systems and assist with NRCS files if needed.
 - g. Develops and maintains District rainfall monitoring database.
 - h. Composes and types general correspondence, various reports, plans, maps and other material necessary for the operation of the office.
 - i. Prepare and send Comprehensive Watershed Management Plan reports to the respective fiscal agents using the checklist of items needed for Watershed Based Implementation Fund reports.
 - j. 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 board.
 - k. Provides assistance with accounting, payroll, invoicing, financial and grant reporting.
 - l. Tree Program:
 - i. Prepare and submit annual tree order to Nursery's.

- ii. Develops and maintains the Tree Sale Website.
 - iii. Develops order forms and mailings.
 - iv. Takes tree orders, collects payments, and deposits payments in a timely manner.
 - v. Maintains daily inventory.
 - vi. Work tree order pick-up day on location.
 - m. Maintains office supplies in sufficient quantities for daily operations.
 - n. Assists the District Administrator and District Conservationist in assembling information for BWSR and NRCS records and reports.
 - o. Assist District Administrator with contract tracking.
 - p. Assist with District Administrator with recruitment, talent acquisition, staffing, onboarding, training and development, succession planning, and employment laws.
 - q. Provide and coordinate regular maintenance of office equipment.
 - r. Prepare monthly progress report for the Board.
 - s. Performs other related duties as directed or apparent.
2. Education Program and Activities
- a. Promote SWCD and NRCS conservation programs and services provided by the SWCD through social media, website, newsletters, news releases, email and text messages.
 - b. Assist in the maintenance and updating of the SWCD website.
 - c. 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.
 - d. Assists with State Envirothon.
 - e. Research and develop new education programs as appropriate.
 - f. Coordinate promotional apparel embroidery order, annually at a minimum.
 - g. Cooperate and work effectively with other SWCD, County, Extension Service, NRCS, FSA, and other public and private personnel.
 - h. Visit with Landowners and provide program information.
 - i. Provide well water, soil sampling, and manure testing kits to private landowners and maintain supplies of these items.
3. Plans, Reporting and Promotion
- a. Prepare Annual Plan and assist with Annual Report with input from the Board and Staff.
 - b. Enter financial data into elink, quarterly at a minimum.
 - c. Request and attend training as needed.
 - d. Promote appropriate conservation programs to implement conservation practices needed to address resource needs.
 - e. Coordinate the design and set up of the Fair Booth and other displays as needed.

Supervision and Performance

This position works under the supervision of the District Administrator and Office Manager, also assists the SWCD and NRCS staff. Performance evaluation is the responsibility of the District Administrator and will be reviewed annually by the District Board.

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