

JOB ANNOUNCEMENTS: Highly Flexible Project Coordinator / Planner Positions

Golden Hills Resource Conservation & Development (RC&D) in Oakland IA is seeking two highly motivated candidates to join the coordination and planning team. These positions are highly flexible both in hours and in position focus. The first position is a full-time position at 40 hours or a modified full time at 32 hours per week. The second position is a part-time position in the same field. Both positions offer the potential for some remote work. Some overnight and out-of-town travel will be required. Both positions are grant funded temporary positions however both also have the potential for extension or promotion to permanent status. Both positions include competitive wages and benefits. Both positions have the following job description:

The employee will serve as a project coordinator and assist with a variety of natural resource and community economic development projects. The position is to provide leadership, technical assistance and support in the enhancement, protection and development of projects and plans. The main requirements will involve the following:

- Help to plan, organize, facilitate or lead local and regional projects. This will involve meeting organization, presentations, development of materials and cooperative agreements, direct problem solving and fact-finding sessions.
- Develops and evaluates plans and criteria for a variety of projects and activities to be carried out by others.
- Research and write articles for quarterly newsletters and other publications such as media releases, correspondence, meeting notes, quarterly reports, grant writing, informational articles, etc.
- Ability to build and maintain effective relationships at the individual and organizational levels in a respectful manner and the ability to conduct business in a professional manner.
- Ability to handle multiple projects simultaneously.
- Organize and track grants for a variety of projects from grant award to project completion.
- Assist in additional project development, grant applications and administering projects as assigned.
- Excellent oral and written communication skills, including public speaking, presentations and training. Strong organizational skills, self-motivated and able to work independently as well as in a collaborative team effort.
- Proficiency in technical writing and editing (writing samples will be requested).
- Proficiency in use of Microsoft Office suite of software (Word, Excel).

Education/Experience: Prefer a minimum of an Associates Degree in Environmental Science, Environmental Planning, Environmental Regulation, Biology, Ecology, or equivalent experience or will consider other commensurate qualifications. On the job training/internships also available for current students studying in these areas.

To apply please complete a Golden Hills job application found at www.goldenhillsrcd.org Also provide a cover letter, resume, and references to: Golden Hills RC&D, 712 South Highway 6, P.O. Box 189, Oakland, Iowa 51560 or email to cara.morgan@goldenhillsrcd.org. Golden Hills Resource Conservation and Development (RC&D) is a local nonprofit whose mission is to develop and promote rural economic, human, and natural resources through cooperative efforts. To review Golden Hills RC&D project summaries go to our website: www.goldenhillsrcd.org

Application Deadline: July 22nd, 2022, or until a suitable applicant is found.

Golden Hills Resource Conservation & Development is an Equal Opportunity Employer.