King Conservation District (KCD) has an immediate opening for an individual to serve as a Stewardship Assistant, primarily focused on providing support to the Landowner Incentive Program. This entry level position serves as a member of a team of conservation professionals in a growing, county wide, natural resource management special purpose district. The individual holding this position provides a variety of support functions to the Stewardship Team, including but not limited to administrative, on-site (field), Cooperator (land manager) communications, and other support duties as identified. The primary focus will be helping to implement the District’s Landowner Incentive Program (KCD LIP) – a cost-share program that supports implementation of aquatic, forestry and agricultural resource conservation practices with urban and rural land managers throughout the boundary of the District. Duties associated with the KCD LIP include supporting the planning and preparation of cost-share applications and the award of cost-share funds, administering cost-share contracts and documenting contract compliance, and assisting with program and project evaluation and monitoring. Duties associated with the broader Stewardship Team include helping to administer and serve as an in-field assistant to the Discover Farms Grant, data entry, and communications support with Cooperators and other partners.

With work in the office and in the field, this position involves multi-faceted duties that require attention to detail, collaboration, problem solving, excellent communication skills, and an elevated level of motivation and independence. The ideal candidate for this position is organized, with strong written verbal and communication skills, experienced in data collection and management, embraces diversity and equity, and collaborates across teams of staff, King County residents and partner agencies and organizations.

**Job Responsibilities/Duties**

The following list of duties is intended as an illustration of the various types of work performed. The omission of specific duties does not exclude them from the responsibilities of the position if the work is similar, related or a logical assignment to the position.

**KCD Landowner Incentive Program (KCD LIP) (70%FTE)**

- Support review and approval of KCD LIP cost-share applications. Activities include preparing application documentation for review by KCD Staff at regularly scheduled application review meetings and approval by the Board of Supervisors at regularly scheduled Board meetings.
• Read and interpret cost-share reimbursements, match approved budgets with reimbursement requests, identify errors and omissions, resolve issues with cost-share recipients, and finalize documentation as needed.
• Prepare correspondence, cost-share agreements, close-out forms, and other documents as needed and requested.
• Receive, file and log cost-share documents. Enter cost-share related data in associated databases. Review cost-share files to ensure all required documents have been submitted consistent with program policies and procedures and are accurate and complete.
• Document annual maintenance of completed practices. Activities include requesting and processing landowner or KCD planner submitted documentation of practice maintenance, assisting in scheduling, organize and attending project follow up visits, administering and collecting data on cooperator surveys and collecting project data.
• Maintain program records. Activities include establishing, retaining, and updating all hard copy and electronic contract records and all documentation related to maintaining funded practices.
• Support development of program related policies and procedures. Activities include conducting research as directed and preparing subcommittee packets.
• Communicate with cost-share recipients regarding program policies and procedures, program and contract related deadlines, program documentation and submissions requirements and revisions.
• Document communications with cost-share recipients. Activities include updating Cooperator Log, maintaining an archive of email correspondence, maintaining a phone log.
• Work collaboratively with a very diverse population, using educational concepts and values along with persuasive skills to present technical information to non-technical audiences.
• Travel to various locations throughout King County and occasionally throughout the state
• Apply appropriate safety practices in the field and in the office.
• Perform physical work in all weather conditions.
• Share a vision and passion for natural resource management and conservation practices.

**Stewardship Project Assistance (30%)**
• Serve as lead project assistant/field technician for the Discovery Farms Washington research project evaluating the effectiveness of different manure management treatments at protecting surface and ground water resources.
• Collect soil and stormwater leachate samples on active farms. Participate, support, and assist in planning educational and outreach events, preparing for project meetings etc.
• Assist in surveying and data collection for cost-share projects and program activity.
• Provide support to other Stewardship Team members with contacting and keeping Cooperators up to date and informed on the status of their project or other information as needed.
Minimum Qualifications

- A minimum of 1 year job-related professional experience working in environmental or biological sciences.
- A minimum of 1 year job-related professional experience in data management, including record keeping, writing reports, tracking work products, preparing and recording data and/or working in the field collecting and recording data.
- Demonstrated ability to provide high quality customer service, and communicate effectively in writing, on the phone, and in person.
- Demonstrated ability to work collaboratively and as part of a team.
- Knowledge or experience working with private land managers.
- Awareness of agricultural, rural forestry, and riparian land use practices, common rural and urban residential land use practices, and the resource management issues and challenges facing the Puget Sound region.
- Proficient with Microsoft Office Suite software programs. Knowledge of and rudimentary use of Adobe programs or GIS.
- Comfort and ability to survey and sample on active farms and landscapes with variable, uneven terrain in a variety of weather conditions.
- Currently hold or can obtain a valid Washington State Driver’s License.

Desired Qualifications

- A BA/BS degree from an accredited institution in environmental science or closely related field. OR An associate degree and 2 years’ experience
- Demonstrated experience in contract management, including maintaining project budgets and records, researching and applying policy and permitting.
- Familiar with Puget Sound watersheds, the range of land use practices represented in the region, and the natural resource management issues and challenges facing the region.
- Demonstrated experience in basic GIS skills and Esri software.

Full Time Position Annual Salary

This position will start as a Resource Assistant 3 with a starting salary of $55,191.90. After passing a successful 6-month probation, the candidate will automatically move to step 2 within the salary matrix and receive a salary increase.

Benefits

The District offers a comprehensive benefits package which includes paid vacation and holidays, medical and dental, a nominal life insurance policy with the option to increase coverage at employee’s expense, support for trainings, and participation in the State of Washington Retirement System (PERS).
**WORK SCHEDULE**

Full Time, 40 hours a week, working Monday through Friday. Some weekend and evening events may be required based on business needs. The District is currently operating under a hybrid work schedule that requires a minimum of two days a week in the office.

**Office Location**

800 SW 39th Street, Suite 150, Renton, WA 98057

**To Apply:**

If you are interested in pursuing this position, please apply by emailing HR@kingcd.org with the following materials:

1. A Resume
2. A Cover Letter, describing as specifically as you can how your experience, skills, and values are a fit with King Conservation District’s goals and mission as described in this announcement.
3. A brief personal equity statement, describing your skills and experience engaging with issues involving diversity, racial equity, and inclusion in organizations. This statement should not exceed 300 words.
4. About Us: King Conservation District (KCD) is a natural resources assistance agency authorized by Washington State and guided by the Washington State Conservation Commission. Our mission is to promote the sustainable use of natural resources through responsible stewardship. A five-member Board of Supervisors is responsible for overseeing all KCD programs and activities. KCD promotes conservation through demonstration projects, educational events, providing technical assistance and, in some cases, providing or pointing the way to funds which may be available for projects. KCD has no regulatory or enforcement authority and only works with those who choose to work with KCD. KCD’s service area includes 34 cities and all of unincorporated King County with the exclusion of City of Enumclaw, City of Federal Way, City of Milton, City of Pacific and City of Skykomish.

Website: [https://kingcd.org](https://kingcd.org)

This position will be open until filled.