



Jefferson County Soil and Water Conservation District

CONSERVATION COORDINATOR JOB ANNOUNCEMENT

Application Deadline: The job announcement will remain open until filled. **Applications received by 5:00 pm on Monday, September 14th, 2026 will be evaluated for the first round of interviews.**

FLSA Status: Non-Exempt

FTE: 75-80% (30-32 hrs/week) through December 2027. Funding beyond this time is dependent on securing additional grants. Additional grant application are currently in development and the Conservation Coordinator is expected to sustain the position over time through grant writing and other forms of fundraising. Opportunity to increase to 100% if funding becomes available as well.

Estimated State Date: Nov/Dec 2026 / **Wage Range:** \$27 - \$32/hour, DOE

About Jefferson County SWCD: We are a 100% grant funded non-regulatory subunit of government, that provides technical assistance to land managers to conserve water, reduce erosion and improve fish and wildlife habitat. We plan projects that meet both landowner and natural resource needs. We work with partners to identify and address watershed-wide concerns and opportunities. We are funded to provide technical assistance, project development and outreach.

Position Details:

The Conservation Coordinator will coordinate SWCD programs and provide outreach and technical assistance to landowners, with an emphasis on irrigated lands. This position is primarily funded by State agencies responsible for water quality and conservation.

The Coordinator will facilitate planning groups and other efforts. They will also seek funding for, implement, and monitor conservation projects; coordinate with stakeholders; and assist partner organizations in prioritizing and acquiring funding for conservation projects. This position will involve outreach to landowners, coordinating the development of proposals, grant writing, budget development, overseeing project implementation, reviewing and submitting completion and monitoring reports, and coordinating with funders. The employee will implement the Jefferson County Agricultural Drought Resiliency Plan throughout Jefferson County.

Essential Functions / Major Duties:

1. Coordinate with Oregon Dept. of Agriculture, Dept. of Environmental Quality, and other stakeholders to implement multiple programs, including the Middle Deschutes Pesticide Stewardship Partnership Program and the Middle Jefferson County Strategic Implementation Area.
2. Lead implementation of the 2023 Jefferson County Agricultural Drought Resiliency Plan, which includes facilitation of work groups.
3. Build and maintain collaborative relationships with private landowners, the Middle Deschutes Watershed Council, local/state/federal agencies, tribal entities, irrigation districts, OSU Extension Service, and other conservation organizations to successfully plan and implement conservation projects, workshops, educational tours, and outreach
4. Promote the SWCD by participating in educational and community activities
5. Assess the need for assistance to individual landowners/managers, and prioritize where technical assistance will be provided based on limited grant funding
6. Plan and organize SWCD water quality and quantity monitoring activities



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7. Develop conservation projects with land managers to address natural resource concerns
8. Determine funding sources that may provide incentives to landowners for conservation projects/practices on privately owned property.
9. Write grants: track, manage, and report on projects as stipulated by funding agencies
10. Coordinate, facilitate, and/or participate in numerous stakeholder meetings
11. Participate in SWCD and Watershed Council Board meetings and provide project updates and recommendations

Demands / Complexity:

The Conservation Coordinator position is highly complex, requiring familiarity with a wide range of laws that govern SWCD operations including state and federal requirements and Oregon Ag Water Quality requirements. This position also requires familiarity with the types of conservation practices commonly used within Jefferson County.

The Coordinator must be familiar with grant writing and have successfully submitted grants.

The Coordinator must be able to work independently, in a very diverse work environment with minimal supervision, including prioritizing daily work tasks, scheduling meetings, and field work. The Coordinator is responsible for documenting their own time for monthly reporting purposes. Conservation planning involves a working knowledge of soil and water conservation principles, practices, implementation methods and procedures and land use factors that affect soil erosion and water quality.

The Coordinator deals with aspects of agronomy, hydrology and designs related to the planning and installation of soil and water conservation projects and management practices. The employee must become familiar with how to research and/or who to contact for detailed expertise as guidance.

This position works with public employees at all levels both within and outside SWCDs, other government agencies, federal, state and local officials, and the public.

Communication, Collaboration, and Technical Skills:

The Conservation Coordinator works closely with farmers and ranchers, SWCD and conservation partners, and state, federal, and local agencies. The position requires frequent communication in person, by phone, email, and written correspondence to exchange information, provide technical assistance, coordinate ongoing projects, and develop new conservation opportunities.

The ideal candidate will have strong written and verbal communication skills, excellent interpersonal skills, and the ability to work effectively with diverse groups. Proficiency in Microsoft Word, Excel, PowerPoint, and GIS is required, along with strong problem-solving skills and the ability to work independently and as part of a team.

This position requires:

- A minimum of four years of professional or volunteer experience in at least one of the following areas: agriculture, natural resource planning and management, community organization, project management, or grant writing.



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- An Associate's or Bachelor's degree in a related field can substitute for up to two years of work experience. Relevant coursework should include natural sciences, natural resource management, agricultural sciences, soils, water quality, or related discipline.
- Also desirable: knowledge of Oregon programs, policies, and laws related to watershed restoration.
- Knowledge of the roles and responsibilities of watershed councils, Soil and Water Conservation Districts (SWCDs), and state and federal agencies involved in watershed activities.
- Demonstrated ability to think critically, creatively, and strategically, including the ability to develop innovative solutions to complex challenges.
- Experience collecting, documenting, and interpreting scientific or natural resource data, such as water quality, soil health, or related environmental data.
- Education or experience in natural resource outreach and engagement, including working one-on-one with landowners or community members, facilitating group settings, and/or speaking to the public.
- A valid Oregon driver's license and the ability to safely operate vehicles.

Physical Demands & Work Environment:

This position includes both office and field-based activities. Working conditions for this position are office environment 60%, local travel and field work 38%, other travel 2%. The Coordinator must work in a variety of job conditions, ranging from field work in summer heat and winter cold to office work.

Physically, they must be able to sit, stand, lift up to 50 lbs., and to walk moderate distances over uneven terrain, and work outside in all seasons. Occasional overnight travel, primarily for training, is required for this position.

Benefits:

Generous benefits, including medical, dental, vision, sick leave, annual leave, and holidays are prorated based on the employee's full-time equivalent (FTE). The SWCD participates in the Public Employees Retirement System (PERS), and employees are required to contribute 6% of their salary to the retirement plan.

Application Process

Please submit resume with cover letter explaining your qualifications and experience relevant to the requirements of the position. Two letters of reference. If applying with a degree, please provide unofficial transcript(s).

Please submit application documents to:

- Mail - Jefferson County SWCD, 625 SE Salmon Ave. #6, Redmond, OR 97756
- Email - districtmanager@jeffswcd.org
- In person at the JCSWD office located in the USDA building 625 SE Salmon Ave, Redmond

Applications will be accepted until position is filled.

Jefferson County SWCD is an Equal Opportunity Employer.