COLONIAL SOIL AND WATER DISTRICT CONSERVATION DISTRICT

JOB DESCRIPTION

Administration and Outreach Specialist

CLASS TITLE:	Administration and Outreach Specialist
EMPLOYEE NUMBER	2200
FLSA STATUS:	EXEMPT
CLASSIFICATION:	
PROGRAM(S)/OTHER	Works with the District Management Team assisting with Administrative and Outreach Duties
SUPERVISED BY:	District Management Team
POSITION TYPE:	FULL TIME
LOCATION:	Office -Williamsburg, VA; Field; and Remote

General Statement of Responsibilities:

Performs administrative duties and assists with outreach needs of the District and technical programs. Administrative duties include assisting with grant reporting, tracking funds, and preparing financial reports for the Operations Manager. The Administrative and Outreach Specialist will assist with programmatic file reviews prior to payment and in preparation for audits. Outreach duties will include assisting staff with outreach and educational needs for technical programs, creating newsletters and annual reports, maintaining and updating the District website, and increasing public awareness of district programs through social media. Work is performed under general to minimal supervision and reports to the District Management Team. This position is exempt from the overtime provisions of the Fair Labor Standards Act.

ESSENTIAL FUNCTIONS:

Job responsibilities may include any or all of the following, depending on the incumbent's functional assignment. This is not meant to be an exhaustive list of job functions, but a representative sample of the type and level of work that is expected in this position.

Administrative Responsibilities

- Assists the Operations Manager and District staff with the management of active grants, to include reporting, monitoring grant budget balances, and assisting with required reporting and reimbursement requests.
- Conduct programmatic file reviews prior to payment to ensure complete and accurate files are maintained.
- Provides progress reporting and assists the Operations Manager with completing annual deliverables and Annual Reports. Prepare the Annual Plan Work and Strategic Plan updates or revisions for approval annually.
- Tracks and provides progress reporting for completion of state grant agreement deliverables.
- Assist with Audit preparation
- Prepare monthly public meeting notices and post meeting notices, agendas, and minutes for the Board and committees per FOIA requirements.

- Prepare monthly credit card reconciliations for Operations Manager review/approval to ensure accurate expenses and verify payments to credit cards.
- Assist with meeting minutes for committees and Board meetings

Outreach Responsibilities:

- Maintain website, ensure programs and activities are promoted within the community.
- Serve as primary staff liaison to the district's Outreach and Education Committee.
- Responsible for the maintenance and use of the Outreach, Education and Marketing budget.
- Maintain effective working relations with district partners including citizens, private industry, local, state, and federal government agencies, elected officials, and non-governmental organizations.
- Coordinating with volunteers.
- Provide templates and promote consistency for the district's digital and print communications.

Additional Responsibilities:

- Periodically attends job-related training workshops, seminars, and other opportunities for continuing education.
- Other duties as assigned by the District Management Team and/or the Board of Directors

REQUIRED EDUCATION AND EXPERIENCE:

- Any combination of education and experience equal to a Bachelor's degree in agriculture, natural resources, environmental science, biology or a related agricultural marketing field.
- Experience with grant administration and reporting
- Related experience which will provide the required knowledge, skills, and abilities.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience maintaining websites and creating web and social media content.
- Considerable experience writing press releases and working knowledge of written communication outlets.
- Working knowledge of multimedia production, including video creation and editing software
- Knowledge of natural resource conservation, agriculture, soil and water and/or conservation principles and processes associated with farms and farming.
- Considerable experience engaging with diverse audiences such as adults, youth, families, people of different cultural and educational backgrounds.
- Ability to utilize standard computer software – word processing, spreadsheets, email, database programs and working knowledge of Microsoft Office Suite
- Ability to communicate effectively both orally and through writing.
- Ability to work independently and schedule time in an efficient manner.
- Ability to maintain effective working relationships with others in a team environment, willingness to collaborate and work well in a team environment.
- Ability to interpret technical standards and program policies and guidelines.
- Ability to occasionally work extended, evening and/or weekend hours, and occasionally travel out of town for training and meetings, sometimes overnight.

SPECIAL REQUIREMENTS AND REQUIRED CERTIFICATION:

- Obtains and maintains appropriate certifications as directed by the District Board.
- Applicants must have a valid Virginia driver's license with an acceptable driving record and must be willing to provide their own transportation on the job if district vehicles are not available.
- A federal background check (National criminal, sex offender record check) may be required.
- Drug testing may be required.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Ability to work in an office environment, sitting or standing at a desk.
- Possess the ability to work independently and as a member of a group.
- Ability to work in the field under extreme weather conditions year-round.
- Ability to work around moving machinery and heavy equipment and associated noise.
- Ability to work around agricultural operations and exposure to offensive odors.
- Ability to maintain moderate physical activity with full range of motion. Essential physical requirements include walking, climbing, digging, and any other physical activity associated with manual field work.
- Ability to operate a motor vehicle safely and legally.
- Safely accomplish moderate lifting (up to 25 lbs).
- Responsibilities require regular contact with contractors, farmers, public officials, district Board members and the general public, while using judgment and tact to resolve complex issues.
- Ability to travel overnight for events – periodic district and industry training, workshops/meetings, networking, and promoting outreach district events.
- Is responsive and supportive; works effectively with others; actively contributes to the achievement of group and organizational goals; accepts shared responsibility and ownership of projects.