

SD Assn of Conservation Districts
PO Box 515
Presho, SD 57568-0515

South Dakota Grassland Coalition
jljessop@kennebectelephone.com
605-280-0127

Vacancy Announcement

Outreach & Education Coordinator

assigned to South Dakota Grassland Coalition

OVERVIEW:

If you're looking for an opportunity that ties your skills for coordinating compelling communications with your passion for conservation, consider the South Dakota Grassland Coalition (SDGC). Our mission is to spread awareness of the importance of grassland ecosystems. We're looking for a creative, results-oriented, upbeat, self-starting professional who shares this vision for grassland preservation to join our team as Outreach & Education Coordinator. The SDGC believes that conservation success lies in land stewards personally recognizing that sound conservation practices increase their long-term profitability and the sustainability of their operations.

The outreach & education coordinator is a full-time staff position assigned to assist the South Dakota Grassland Coalition. A demonstrated track record is desired that includes developing and coordinating projects, communicating effectively with diverse audiences, building partnerships among the public and stakeholders, public speaking, and analyzing data and writing reports. The outreach & education coordinator must be self-motivated and able to work independently and as a member of a team. Strong persuasive outreach methods and an understanding of resource conservation practices are necessary components of the candidate's knowledge and abilities. A Bachelor's degree or other equivalent experience working with or leading partners to build common goals and successful collaborative initiatives is preferred. Grant funding for this position is currently available for approximately two (2) years; additional funding and employment is contingent on the success and accomplishments of the position. This is a field-based position that will require a flexible work schedule and travel within SD. Annual salary range is approximately \$60,000-\$65,000. Work station and schedule are negotiable; paid personal leave, retirement (IRA), single person health insurance, and supplemental insurances are provided as benefits by the Association.

Submit resume and contact information for three references to:

Judge Jessop, SDGC Executive Director
jljessop@kennebectelephone.com or
SD Association of Conservation Districts
PO Box 155 Presho, South Dakota 57568-0515

Vacancy announcement & related materials (Acrobat file) are also posted at
www.sdgrass.org and conservationjobboard.com

APPLICATION DEADLINE IS: December 11, 2024

Title: South Dakota Grassland Coalition Education/Communications Outreach Coordinator
FLSA Status: Full Time/Exempt/Salary

Supervision / Reports to: This unique position will be supervised by the South Dakota Grassland Coalition (SDGC) and report to the SDGC Executive Director.

Location: South Dakota location with flexible telework, open to negotiation

Salary range: (\$60,000-65,000) per year plus benefits, based upon average 40 hours/week.

Position Term: Full Time - Two Years with extended potential (dependent on future funding)

Benefits: This is a full-time position with paid personal leave, retirement (IRA), single person health insurance, and supplemental insurances are provided as benefits.

Position Overview:

The South Dakota Grassland Coalition (SDGC) along with its partners seeks an Education/Communications Outreach Coordinator. The Coordinator will promote the SDGC services and mission. This person is responsible for organizing educational venues across the state of South Dakota, and promoting these activities as directed by the Education and Grazing School Committees. A qualified candidate will be an excellent communicator with a strong record of developing and maintaining high functioning partnerships. He/she will have several years of experience working with diverse grassland-based partners and communities including Indigenous, private landowners, NGOs, state, and federal partners. Applicants are expected to have a working knowledge of grassland systems and be committed to serve as an advocate for grassland conservation. Candidates with strong coordination and communication experience along with a passion for grasslands are encouraged to apply.

Essential Job Duties and Responsibilities:

- Communicate and coordinate all SDGC activities.
- Schedule, organize and participate in grazing schools, pasture walks and workshops to promote and demonstrate conservation grazing principles that are mutually beneficial to producers and the states natural resources.
- Promote the SDGC activities through all available avenues. This will include but is not limited to social media, radio, newsletters and printed media.
- Work independently with little supervision and with diverse clientele. Must be a motivated self-starter with strong interpersonal skills.
- Coordinate with key intra and inter-state conservation groups serving South Dakota including, but not limited to, SD Association of Conservation Districts, American Bird Conservancy, Audubon, The Nature Conservancy, Pheasants Forever, Ducks Unlimited, and others.
- Liaise with key state and federal agency staff (NRCS, SD GF&P, SDSU Extension) for coordination and integration of local efforts with national and state grassland conservation delivery strategies.
- Regularly attend meetings of the SDGC and coordinate strategies and outcomes with the board, committees and the executive director.
- Work with partners to develop and deliver messaging around the importance of grasslands for all South Dakotans.
- Create, design, implement, and/or manage the development of a variety of digital marketing materials including, but not limited to, the following:
 - Print and online advertising
 - Email marketing

- Website management and content development
- Professional videos and marketing campaigns
- Social media content creation

Preferred Knowledge, Skills and Experience:

- Bachelor's degree or other equivalent experience facilitating collaboration and outreach.
- Multiple years of experience working with or leading partners to build common goals and successful collaborative initiatives.
- Work ethic that supports, in limited instances, working more than 40 hours per week to complete a project.
- Knowledge and experience in the ranching culture and community.
- Excellent verbal and written communication skills.
- Strategic thinker and motivator
- Positive energy and "can do" attitude.

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to work in a standard office setting, with considerable sitting, standing, reaching, and use of computer.
- Proper lifting techniques to lift up to thirty (30) pounds of project gear on an infrequent basis.
- Ability to lead pasture walks under South Dakota rural ranch conditions.
- Ability to stand, walk, and hike for extended periods of time outside in all weather.
- Ability to travel throughout South Dakota.
- Ability to maintain or secure a valid driver's license

Travel

Frequent travel may be required for outreach, meetings, workshops, etc.

To Apply:

Please submit your cover letter, resume and contacts for three references to jjjessop@kennebectelephone.com. or SD Association of Conservation Districts at PO Box 515 in Presho, SD 57568

Applications will be accepted and reviewed on a rolling basis until the position is filled. Preference will be given to those applications submitted before December 11, 2024.