

BENTON CONSERVATION DISTRICT

10121 W. Clearwater, Suite 101

Kennewick, WA 99336

(509) 736-6000

www.bentoncd.org



***Heritage Garden
Program Assistant***

1/2 FTE, part-time project specific

\$27 per hour

Application Deadline: September 17, 2021

Benton Conservation District is looking for an experienced self-starter who is energetic and highly organized with an interest in native plants and native plant landscaping.

POSITION DESCRIPTION:

This position is primarily responsible for conducting Heritage Garden Program implementation activities in Yakima County. This position will focus on working with landowners, businesses and municipalities to convert high water-use landscapes to efficient low water-use landscapes using predominantly native plants. Experience gardening with or propagating native plants is desired. This position will work with local conservation districts, garden clubs, Master Gardeners, local native plant society chapter and others to implement the Heritage Garden Program in Yakima County. Work will include making presentations to various groups to educate them on the Heritage Garden Program in addition to organizing workshops/webinars.

This position description represents a general outline of the job duties, essential functions, and minimum qualifications. Eligibility for this position is contingent upon the individual's ability to perform the essential functions with or without reasonable accommodation. This position requires frequent sitting, standing, walking over difficult terrain, and lifting up to 50 lbs.

PRINCIPAL RESPONSIBILITIES:

- Conduct site visits with landowners, businesses, and municipalities to discuss implementing Heritage Gardens and/or low water-use landscapes. Develop Heritage Garden planting plans as applicable.
- Perform resource inventories and evaluations including conducting field investigations and assembling data necessary for the development Heritage Garden planting plans.
- Document the implementation of Heritage Gardens, certify gardens, and calculate water savings following implementation.
- Organize, advertise, and implement at Heritage Garden workshops/webinars in Yakima County.
- Assist with the preparation of grant proposals and budgets for new and on-going district projects and programs.
- Provide exceptional customer service to a wide range of public and elected officials, technical and conservation experts, farmers, and landowners.

- Prepare reports documenting activities, program progress, and accomplishments as directed.
- Attend public meetings as a representative of the program and participate as needed.

MINIMUM QUALIFICATIONS:

A Bachelor's or Associate Degree from accredited institution in agronomy, horticulture, botany or natural/environmental science or related field is required. Four (4) years of related work experience may be substituted for an Associate Degree or eight years (8) of related work experience may be substituted for a Bachelor's degree. A minimum of one (1) year experience in the natural resource field is desired for this position.

Experience in project management, managing multiple deadlines, and report writing are essential. Experience with public outreach is desired, as well as knowledge of native plants, conservation issues and/or natural resources management. Excellent verbal and written communication skills required. Must be proficient with Microsoft Office suite. Applicant must possess a valid driver's license. Must be able to learn new computer software programs.

ADDITIONAL DESIRED QUALIFICATIONS:

- Knowledge of conservation planning principles in accordance with Natural Resource Conservation Service planning process.
- Knowledge of pollinators and pollinator plant relationships.

SCHEDULE & WORKING CONDITIONS:

This position is part-time non-exempt with a six-month probationary period. Work will be performed in both an office setting and in rural and urban community and on-farm settings. Local and out-of-town travel, occasional evening and weekend hours are required. This position is approximately 60% office work and 40% site visits and field work. Office work may be conducted from home if desired.

COMPENSATION:

\$27 per hour

TO APPLY:

Please submit:

1. Resume
2. Cover letter
3. Three (3) professional references

Be sure to describe your interest in the position and the skills you bring to our conservation district. Your cover letter is not to exceed one page. Letters of recommendation may be included.

Benton Conservation District is an Equal Opportunity Employer.

Send electronically (*please no paper copies*) to: heather-wendt@conservewa.net

Please include: **HG Program Assistant – YOUR NAME** in the subject line.

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