



## Wisconsin Land and Water Conservation Association

### Position Description: Statewide Training Coordinator

**Job Title:** Statewide Training Coordinator

**Application Due Date:** November 24, 2021 at 5:00 pm

**Start Date:** January 3, 2022

**Location:** Work will be performed out of WI Land+Water's Madison, Wisconsin office, with some flexibility for working remotely. The position will be temporarily remote due to the pandemic.

#### **Overview**

Join a dynamic, fun, and hard-working team that supports and advocates for locally led conservation across Wisconsin. The Wisconsin Land and Water Conservation Association (WI Land+Water) is a statewide non-profit organization based out of Madison, Wisconsin that serves to protect, conserve, and enhance Wisconsin's natural resources by advocating for and supporting county conservation efforts, for current and future generations. We envision a future where our natural resources are protected by informed, empowered communities advancing conservation at the local level. We value local leadership, pragmatism, partnership, professionalism, efficiency, education, and advocacy.

#### **Position Summary**

This position serves as the Statewide Training Coordinator. This position is housed within WI Land+Water and works under the general supervision of the Executive Director and works directly with the WI Land+Water Conservation Training and Membership Services Manager and WI Land+Water Training and Events Manager, and in partnership with representatives from the Wisconsin Dept. of Agriculture, Trade, and Consumer Protection (DATCP), USDA-Natural Resources Conservation Service (NRCS), and members of the State Interagency Training Committee (SITCOM). This position coordinates the delivery of high-quality training for conservation professionals, and leads SITCOM.

#### **Major Duties and Responsibilities**

Lead the development and implementation of SITCOM's training program for local, state, and federal conservation officials (county land and water conservation departments, NRCS, DATCP, Wisconsin Dept. of Natural Resources (DNR), University of Wisconsin-Madison Division of Extension (Extension) to improve the quality of conservation practice implementation statewide.

1. Assess the current statewide conservation training landscape in Wisconsin, and identify opportunities for an improved, coordinated statewide training program for conservation partners.
  - a. Review the priorities, capabilities, and requirements of statewide partner agencies engaged in providing training resources to conservation professionals, including NRCS, DATCP, DNR, area interagency training committees (AITCOMs), University of Wisconsin-Madison College of Agriculture and Life Sciences, and Extension.
2. Assess the statewide conservation training programs of other states, to generate recommendations that can be applied to Wisconsin's training program.
3. Lead SITCOM, or its equivalent, as established under ATCP 50, Wis. Admin. Code, to improve the professionalism and delivery of conservation assistance to conservation partners.
  - a. Plan and facilitate SITCOM meetings and maintain the SITCOM workplan and documents;
  - b. Engage SITCOM as an advisory committee (members of SITCOM, WI Land+Water Technical Committee, agencies) for assessing current conservation training landscape;
  - c. Provide input and support to existing WI Land+Water conservation training staff.
4. Develop statewide conservation core competencies curriculum, and implementation plan, and coordinate partner agencies to ensure engagement in plan development and commitment to its implementation.
5. Utilize WI Land+Water communications channels and events, in partnership with WI Land+Water staff, to promote and improve statewide conservation training implementation.
6. Assist as necessary with delivering technical trainings (both online and in-person), presenting course content, and developing training support materials.

#### **Required Knowledge and Skills**

- A. Extensive knowledge of educational/training program development and techniques, including needs assessment, evaluation methods, and performance measurement techniques.
- B. Ability to administer effective outreach in support of educational/training programs.
- C. Considerable skill in written and oral communication, with a capacity to communicate scientific and technical information as it relates to conservation.
- D. Strong interpersonal skills and the ability to develop networks with a variety of government and outside agency representatives.
- E. Effective organizational and problem-solving skills.
- F. Effective writing and verbal presentation skills, this includes ability to network and maintain working relationships and to function effectively in a team environment.

#### **Preferred Knowledge and Skills**

- A. Knowledge of programs pertaining to soil and water conservation programs, and government agencies that administer agriculture-related programs.
- B. Knowledge of local governments, authorities/representatives, and procedures in the field of land and water resource management.
- C. Knowledge and experience with the principles, methods and practices related to land and water conservation and nonpoint pollution control.

### **Salary and Benefits**

This is a 100% full-time, salaried position that offers a competitive salary and generous benefits. The salary range is \$55,000 to \$57,500, commensurate with experience. Benefits package includes health insurance and life insurance, retirement savings, paid holidays, transportation benefits, and paid time off. The position also offers flexibility, independence, and the ability to “bring your brain to work” every day!

### **Duration**

All WI Land+Water positions are dependent on funding and performance. This position is currently funded for four years, with potential to continue beyond that. However, this position, like all positions at WI Land+Water, is at-will, and either WI Land+Water or the employee many discontinue the employment relationship at any time.

### **Special Requirements**

- Periodic in-state travel
- Valid drivers’ license
- Stable internet connection allowing for remote work (until resumption of safe in-person working conditions)

### **Working Environment**

Unusual physical demands are not required in this position. Work is performed out of WI Land+Water’s Madison, Wisconsin office, with some flexibility for working remotely. The position will be remote until the pandemic ends.

### **Diversity, Equity, and Inclusion**

While we come from many different backgrounds, land and water connect us all. It is why WI Land+Water’s mission is to protect, conserve, and enhance Wisconsin’s natural resources for current and future generations. Everyone should have a voice in protecting the water that we drink, the land we farm, the parks where we play, the sites that tell our history, and the places that we call home. Although nearly 20% of Wisconsinites identify as a person of color, our conservation community does not reflect these demographics. This lack of diversity creates challenges in our ability to effectively collaborate and to address soil and water resource concerns. Together, we can evolve to create a more equitable sector for all those involved in conservation. Transformation

often starts from the ground up and we want to strengthen our relationships with the diverse communities we serve.

**Application Procedure and Deadline**

Applicants must submit a resume, cover letter, and three references detailing their interest and fit to “[hiring@wisconsinlandwater.org](mailto:hiring@wisconsinlandwater.org),” with the subject line “Statewide Training Coordinator Position.” The application deadline is November 24, 2021 at 5:00 pm Central Standard Time.