

Position Announcement**Title:** Urban Agriculture Outreach Technician**Status:** Non-exempt (hourly); 5-15 hours/week; Not to Exceed 780 hours**Wage:** \$18.00 per hour**Start Date:** June 2021**End Date:** June 2022**Location:** Wheat Ridge, Colorado and surrounding areas**Closing Date:** Open until filled
Application review will begin after 5/19/21

Organization Overview: Jefferson Conservation District (JCD), a political subdivision of the State of Colorado (CRS Title 32 and 35), provides natural resources technical assistance to private landowners in Jefferson County and surrounding areas. Our mission is to provide leadership in a partnership effort to help people conserve, maintain, and improve our natural resources and environment. JCD programming and staff are overseen by a volunteer Board of Supervisors.

Position Overview: The Jefferson Conservation District (JCD) is seeking a motivated, independent, and flexible individual who has experience with farming and/or urban agriculture to assist with a joint partnership between JCD and the City of Wheat Ridge (COWR) on a project titled “Regenerate Wheat Ridge: Growing Urban Agriculture Partnerships.” The Urban Agriculture Outreach Technician will focus on projects and activities related to land access, participating in urban agriculture working groups, and conducting education and outreach for farmers and the general public. This is a temporary, part-time position funded by a National Association of Conservation Districts (NACD) grant that is meant to last one year.

The Technician will regularly work as part of a team of COWR employees and JCD employees.

This position will not have an office space at JCD. They must have the ability to provide a suitable workspace with access to their own computer when not in the field. The employee will provide and use their own smartphone, computer (with reliable internet access) and vehicle. JCD will provide mileage reimbursement and a technology stipend of \$25 per pay period. Mileage will be reimbursed at the IRS Federal mileage rate.

Essential Duties

- Conduct one-on-one outreach to landowners such as non-profits, churches, and homeowners as well as urban farmers
- Plan and lead educational events for urban ag stakeholders
- Conduct field work to assess suitability of land for urban farming
- Drafting and publishing a how-to guide for establishing relationships between urban farmers and landowners
- Safely perform outdoor fieldwork, often alone, but occasionally as a team, on privately-owned property
- Coordinate with private landowners, co-workers, and partner agencies using phone, email, and in-person communication.
- Transcribe, organize, and manipulate data using digital spreadsheets
- Independently operate various computer programs such as Microsoft Office Suite and Google Suite

These duties are not intended to be all-inclusive. The employee will perform other related duties to meet the ongoing needs of the project.

Required Job Functions

Employee must be able to . . .

- Speak, read, and write the English language
- Be willing to use their own mobile smart phone
- Sit at a desk and use a computer or mobile device: read the screen, type on a keyboard, use a mouse, and use other peripheral devices as needed
- Work safely outdoors, alone and as a team, during all seasons and weather conditions to complete required field work; walk and hike over steep, uneven terrain
- Provide their own shoes, clothing, and other personal gear for fieldwork
- Walk and stand for several hours at a time
- Work occasional evenings and weekends (after 6pm) 5-10 times over course of position

Necessary Skills

Soft Skills

- Possess a genuine interest in farming and conservation of natural resources
- Ability to work collaboratively with people and be a team player
- Highly organized and efficient in managing time, tasks, complex projects, computer files, supplies, etc.
- Self-motivated, self-directed, innovative, and enthusiastic
- Flexibility to perform a variety of duties and adapt to changing situations
- Excellent communication, both verbal and written
- Problem solving skills, interpersonal skills, and customer service skills
- Maintain a positive attitude, enjoy working with people, respect and tolerate different viewpoints and personalities
- Committed to safety, quality, and professionalism
- Discretion in maintaining confidentiality of cooperator business and records

Hard Skills

- Ability to read and interpret scientific and technical information related to natural resources and the environment
- Technical writing – write effectively and efficiently on topics pertaining to farming and natural resources

Job Qualifications

Minimum Qualifications

- Hold a valid driver’s license and have the ability to drive a personal vehicle to field sites, meetings, and events. A work vehicle will **NOT** be provided to you by JCD.
- Possess your own computer. A computer will **NOT** be provided to you by JCD.
- Able to pass a criminal background check
- At least four semesters of college/university completed **and** at least six months of work experience in the fields of agriculture, biology, natural resources, soil science, environmental science, or a related field
- Experience with the following computer software applications: Microsoft Office Suite (Word, Excel, Power Point), Google Suite (such as Drive, Gmail, Calendar, Docs, Sheets)
- Experience working outdoors
- Experience working as part of a team to accomplish multiple goals and meet multiple stakeholder expectations

Preferred Qualifications

- Knowledge of the urban agriculture landscape in the Denver Metro area
- Speak, read, and write the Spanish language

Application Instructions

Please combine, in order, all four application items listed below into a SINGLE attachment (PDF or Word document file) and email that attachment to workatjcd@jeffersoncd.com. Do not send application items as separate attachments.

Please use this naming convention when naming your attachment file:

“Application_UrbanAgTechnician_2021_YourLastName”

Required application materials:

- 1) Cover letter (one page, one-sided, 12pt font, 1 inch margins)
- 2) Résumé
- 3) Name, contact information, and relation for three professional references
- 4) College/university transcripts (unofficial copies are acceptable)