



**Position:** Conservation Planner

**Location:** Moses Lake, Washington

**Type:** Full-time (40 hours per week), non-exempt, hourly position. This position is supported by and contingent on available grant funding.

**Pay Range:** \$26 - \$28 per hour

**Supervisor:** Director of On-Farm & Urban Conservation

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## **ABOUT CBCD**

Located in Moses Lake, Washington, the Columbia Basin Conservation District (CBCD) is a local leader in promoting and implementing on-the-ground conservation in Grant and Adams counties.

## **POSITION SUMMARY**

CBCD is currently managing multiple grant awards totaling over \$45 million through the Natural Resources Conservation Service's Regional Conservation Partnership Program (RCPP) for the [Odessa Groundwater Replacement Program \(OGWRP\)](#).

CBCD is seeking an experienced Conservation Planner to primarily support the RCPP grant awards for the Odessa Groundwater Replacement Program. The Conservation Planner will collaborate closely with CBCD staff, partners, and agricultural producers to manage projects and grants effectively. This role involves comprehensive project oversight, including tracking and reporting on timelines, budgets, progress, and outcomes; contractor evaluation and selection; contract management; and on-farm conservation planning and implementation.

The ideal candidate will be detail-oriented, able to work under pressure, and possess strong communication, coordination, and project management skills. The successful applicant will thrive both independently and collaboratively, contributing to the development and execution of conservation practices that support sustainable agriculture and natural resource enhancement.

## **MAJOR DUTIES**

- Develop conservation plans in accordance with the NRCS nine-step planning process.
- Develop and manage contracts to ensure compliance with practice implementation schedules and conservation requirements.

- Maintain strong, collaborative relationships with landowners, partners, and stakeholders.
- Support management of RCPP projects and grants, including tracking timelines, budgets, and reporting requirements.
- Coordinate the development of new RCPP proposals in partnership with CBCD staff, producers, and other collaborators.
- Represent CBCD at meetings and events with partners, producers, legislators, and others involved in RCPP and the broader OGWRP.
- Promote conservation programs and assist the Board of Supervisors in achieving CBCD's mission and goals.
- Become a Certified Conservation Planner within two years of hire.
- Perform other duties as assigned to support CBCD's operations and program delivery.

## **DESIRED KNOWLEDGE, SKILLS & ABILITIES**

- Strong writing skills with the ability to produce clear and concise conservation plans, technical reports, project documentation, outreach materials, and components of grant applications.
- Experience in public education and community outreach related to conservation and natural resources.
- Genuine interest in and commitment to natural resource enhancement and environmental education.
- Proven ability to engage professionally with diverse communities, build trust with landowners and producers, and motivate voluntary adoption of conservation practices.
- Ability to communicate technical recommendations clearly to agricultural producers, demonstrate conservation approaches, and support the implementation of conservation practices.
- Working knowledge of best management practices for agricultural operations, including soil health, water quality, irrigation efficiency, wildlife habitat, nutrient and manure management, livestock and rangeland management, crop production, and drainage.
- Excellent time management skills with the ability to balance multiple priorities and meet deadlines.
- Experience with grant writing, contract development, and administration of funding awards.
- Self-motivated and adaptable, with the ability to work collaboratively in a team environment and approach challenges with a problem-solving mindset.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), ArcGIS, mobile applications, and the ability to quickly learn specialized software tools.

## **REQUIRED QUALIFICATIONS**

- Bachelor's degree in Natural Resources, Agriculture, Environmental Science, or a closely related field. Relevant professional experience may substitute for education on a year-for-year basis.
- Strong verbal and written communication skills, with the ability to convey technical information clearly and effectively to diverse audiences.

- Possession of a valid, unrestricted driver's license and the ability to travel as needed for fieldwork, meetings, and trainings.

## **PREFERRED QUALIFICATIONS**

- Three (3) years of experience in livestock management, rangeland management, and/or dryland or irrigated production agriculture with farms and farmers.
- Certified Conservation Planner or actively pursuing certification.
- Working knowledge of local, state, and federal conservation programs administered by the Natural Resources Conservation Service (NRCS), including RCPP, EQIP, CRP, and related initiatives.

## **PHYSICAL REQUIREMENTS & WORKING CONDITIONS**

- Ability to work outdoors in all weather conditions and on rough or uneven terrain.
- Ability to sit or stand for long periods of time in a standard workday.
- Ability to drive a vehicle for long periods when travel is needed.
- Ability to lift, pull, carry, and push up to 40lbs.
- Occasional bending, twisting, squatting, climbing, kneeling/crawling, reaching overhead.
- Ability to exercise caution and maintain all safety requirements.
- Ability to work occasionally beyond an 8-hr workday or on the weekend.

## **CONDITIONS OF EMPLOYMENT**

- Subject to satisfactory background investigation and/or fingerprint check.
- Must possess and maintain a valid state motor vehicle operator's license for the type of vehicle(s) operated to perform the duties of this position. This may require the operation of a motor vehicle in both public and private roads during daylight hours and occasionally after dark.

**Benefits:** Benefits include the CBCD's benefits package, including medical insurance, paid holidays, vacation, and sick leave.

**To Apply:** Send a cover letter, resume, and three references electronically to [dinah-rouleau@columbiabasincd.org](mailto:dinah-rouleau@columbiabasincd.org). First round of reviews will be August 11, 2025.

*If you have questions about applying or need accommodation during the application process, please contact Dinah Rouleau, CBCD's Director of On-Farm & Urban Conservation at [dinah-rouleau@columbiabasincd.org](mailto:dinah-rouleau@columbiabasincd.org) or (509) 770-9130.*