

ResourceLEWIS CONSERVATION DISTRICT

RESOURCE TECHNICIAN (VSP Coordinator/farm planner)

Job Type: Permanent

Salary Details: \$50,000 - \$60,000 based on experience and/or qualifications

Priority Application Deadline: February 15, 2026

Lewis Conservation District provides technical, educational and financial assistance for the conservation, protection and development of natural resources within Lewis County.

Nature and Purpose of Position

The district is looking for a Resource Technician to support all aspects of the Lewis County's VSP plan to ensure agricultural viability and curb growth management. The employee occupying this position performs activities as directed by the District Manager. The position will have direct oversight from and provide assistance to the Special Projects Coordinator.

Position Description

- Day-to-day coordination and oversight to ensure successful implementation of the VSP work plan throughout Lewis County.
- Conduct and facilitate VSP work group committee meetings.
- Work directly with diverse individuals and groups, from local producers to government agencies to establish and maintain effective communication among all project partners.
- Work to monitor, collect, and compile data to provide statistics regarding critical area monitoring of best management practices to better understand ecosystem impacts in Lewis County.
- Provide technical/field assistance as needed for project implementation of best management practices and other restoration projects to protect and enhance various resources and ecosystems.
- Work with landowners to develop or update and implement conservation plans including nutrient management for livestock, dairy and poultry operations, VSP.
- Other duties as assigned by District Manager.

The position will be under the direction and guidance of the District Manager and will carry out the directives of the Lewis Conservation District Board of Supervisors. It is anticipated that the position will be approximately 60% office based and 40% field work. Conducting outreach, project related meetings and additional training may require time and travel outside of normal business hours. Ongoing training may be provided and will continue as needed throughout the period of employment.

Because of our small size, staff may also be asked to work on projects that differ from the initial job description. Adaptability, flexibility, and teamwork are essential to this position. We seek an individual who has an appetite for new challenges and is interested in learning new things to help deliver quality conservation programs within our region.

Major responsibilities include, but not limited to:

- Administering and implementing the Lewis County's Voluntary Stewardship Program (VSP), including facilitation of quarterly work group meetings with assistance.
- Monitoring and guiding the program to ensure successful progress.
- Budget and maintain accurate records of all program elements.
- Collecting and analyzing program data and transferring all relevant information into regular formal reports.
- Working closely with others in both a public office and field environment, establishing and maintaining effective communication, and conducting program related outreach and adult educational activities.
- Providing technical/field assistance as needed for project implementation and monitoring efforts.
- Other duties as assigned.

Minimum Qualifications:

- Bachelor's degree, or higher, in natural resource management, environmental or agricultural sciences, or related fields.
- A minimum of one year of professional level experience.

Key Skills and Abilities:

- Must have demonstrated ability in coordinating, conducting, and facilitating public meetings.
- The capacity to work with diverse individuals and groups and the ability to establish and maintain effective communication among all project partners, including grant and resource agency staff and local, private and public landowners.
- The ability and desire to motivate individuals to adopt and implement resource management practices on their property.
- Experience working directly with rural landowners, including assessing, planning, monitoring and reporting on implementation of BMPs.
- Knowledge of natural resource management, agricultural practices, and critical area conservation.
- Knowledge of Western Washington flora, fauna and ecology.
- Very strong organizational and written/verbal communication skills, capable of maintaining accurate records, including time-keeping and authorized expenses.

General:

- High level of literacy in MS Office applications (Word, Excel are essential) and GIS software.
- Knowledge and experience using Global Positioning System (GPS) devices and hand-held tablet computers to collect point, line, and area information, downloading data for further analysis.
- Experience using ESRI online and Collector is beneficial.
- Experience developing, writing, and administering applications and projects funded by grants.
- Must be able to work in remote and rugged locations under a variety of weather conditions, traverse difficult upland and instream terrain, and carry field equipment necessary to complete required job tasks.
- Adaptable and willing to take on other job assignments.
- Must have, or be able to obtain, and maintain a valid Washington State driver's license.

- Knowledge of and experience working with conservation districts is beneficial.

Salary and schedule

This position is a full-time, non-exempt position with compensation starting at \$50,000– \$60,000, based on experience and/or qualifications. Benefits include access to state insurance with company paid contributions, accrued paid sick leave, annual leave, 11 paid public holidays, Public Employees Retirement System (PERS) in lieu of social security and retirement contributions after one year of service. Terms of compensation and benefits are set by position appointment letter and may be amended at any time by the Board of Supervisors. Position may require some work on Saturdays or after regularly scheduled work hours.

HOW TO APPLY

Submit cover letter and resume with at least three (3) references to Lewis Conservation District via email at: nikki.atkins@lewiscdwa.com

This position is open until filled. The first review of applicants will be February 15, 2026. Position will remain open until filled.