

Conservation/Soil Health Planner – Job Description

Part-Time Position – 16-19 hrs/week

The Conservation/Soil Health Planner (CP) will work for O'ahu Resource Conservation and Development Council (O'ahu RC&D) under the direct supervision of the Executive Director. The primary role of the CP is to provide technical assistance to agricultural enterprises on O'ahu who wish to address natural resource concerns on their properties with an emphasis on stewardship of working lands and building soil health.

Essential Duties and Responsibilities

- Apply principles of soil and agricultural science towards the conservation priorities of Hawaii's farmers and ranchers.
- Prepare Conservation Plans for clients (primarily commercial farmers and ranchers) to address their natural resource concerns in accordance with the (NRCS) Field Office Technical Guide Standards and in fulfillment of the City and County of Honolulu Grading Ordinance.
- Prepare Soil Health Plans for clients in support of farm viability (productivity, reduced inputs) and environmental services (e.g. recharge, water quality)
- Develop and maintain knowledge of county, state and federal regulations affecting soil and water conservation and ensure policies, procedures and reporting are in compliance.
- Prepare monthly, quarterly, and annual work plans and activity reports, as well as project reports.
- Collect GPS and field observations and integrate into GIS to produce resource maps for clients.
- Develop good working relationships with partner organizations, including NRCS and the O'ahu Soil and Water Conservation Districts; maintain appropriate rapport with internal and external customers.
- Inform supervisor of difficult and/or controversial issues and unique problems in a timely manner.
- Perform all duties in a safe manner; complete mandated training, including Privacy Training and Cyber Security; pursue a self-development program, and actively advance through training to develop skills.
- Perform other duties as requested and assist with outreach, projects and grant opportunities that support O'ahu RC&D and its mission.
- Strong project management skills, including record-keeping and competency balancing multiple clients/projects simultaneously.
- May be required to work on evenings, weekends and holidays as requested by supervisor.

Required Education and Experience Qualifications

- Undergraduate degree in agriculture, environmental science, natural resource management, or closely related subject.
- Relevant direct agricultural and/or agroforestry experience of one year or more.
- Ability to write and present professionally in front of small and large groups.
- Outstanding people skills and ability to work collaboratively with partner agencies, colleagues and clients.
- Effective communicator and competence with basic computer programs (i.e. email, Word, Excel, PowerPoint, etc.).

- Comfortable working in a respectful and relaxed manner with a wide variety of people and diverse local communities.

Desired Qualifications

- MS in natural resources, environmental or agricultural science, and 3 or more years of experience working in agriculture and/or natural resource management in Hawai'i.
- Prior experience developing conservation plans and/or soil health plans.
- Demonstrated expertise with GIS mapping and data management, GPS and field marking and associated software applications.
- Knowledge of local agricultural practices.

Special Requirements of the Position: This employee will be required to meet with customers at locations outside the office. Many of the duties are performed in the field and require some bending, stooping, and lifting (less than 50 pounds). A portion of the duties are performed in an office setting. The employee must have a current valid driver's license.

Compensation and Benefits

Pay is competitive for early career agricultural professionals in Hawai'i based on skills, qualifications and experience.

To Apply:

Submit a complete application packet, including a cover letter, resume and three professional references, as a **single PDF email attachment** to admin@oahurcd.org. Applications will be assessed on a rolling basis and the position will remain open until filled. To insure your application is considered, Include your last name and the job title you're applying for in the subject line.