

Hoosier Heartland Resource Conservation & Development Council, Inc.
PLANT A MILLION TREES PROJECT
Coordinator
Position Description

Plant A Million Project Objectives:

- 1) To plant one million native trees in the Hoosier Heartland RC&D area over the next 10 years.
- 2) To help people understand benefits of trees and their care and management.
- 3) To significantly increase the individual tree sales programs of the Soil and Water Conservation Districts during the time of the project.
- 4) To significantly increase the visibility of services and amount of financial resources available for expanding and continuing technical assistance, education programs and outreach efforts of individual Soil and Water Conservation Districts and Hoosier Heartland.

The Plant A Million project coordinator will promote and coordinate the project to plant one million mostly native trees and be responsible to carry out an intensive information and education program within the Hoosier Heartland Resource Conservation and Development Council (HHRCDC) ten-county area.

The Coordinator provides assistance and information to Soil and Water Conservation Districts, County Extension Service staff, public officials, community and civic groups, and the general public about the project.

The coordinator works with a steering committee made up of representatives of the soil and water conservation districts and a team of technical experts from NRCS, Extension Service, IDNR, affiliated organizations, and professional foresters who serve in an advisory capacity.

Products or Expected Outcome:

The following are indicators of a successful program:

- Increased number and quality of trees in the RC&D area.
- Increased recognition of the Plant a Million Trees Project by the public and potential donors.
- Increased visibility of project in print and other forms of media.
- Successful grants and sponsorships for additional funds to allow for maintaining a full time coordinator and provide cost share for purchase of trees.
- Increased use of partners at the local and regional level to carry out the project.
- Increased recognition of Soil and Water Conservation District natural resource programs and tree sales.

Major Duties

- Serves as primary spokesperson for the project and as a credible source of resource information and tools for those interested or involved in the purposes of the project.
- Works with the steering committee to develop and coordinate an implementation plan for the project progress report to ensure progress is being made toward goals. Activities include developing new initiatives, scheduling promotional events, preparing budgets, and developing an annual plan of work.
- Actively researches additional funding sources to sustain the program. Develops and submits grant proposals to help with cost share of trees and program administration.
- Works closely with the steering committee chair to keep committee members engaged in project. Assists in preparing agendas and other materials needed to facilitate meetings.
- Works with the Plant a Million educator to coordinate promotional and educational efforts and to ensure presentations are made to interested groups.

- Builds partnerships and coordinates activities with like-minded organizations, such as Keep Indianapolis Beautiful, utility companies, local watershed groups, Purdue Extension Service, Indiana Department of Natural Resources, Master Gardeners, Indiana State Department of Agriculture, Indiana Department of Environmental Management, Indiana Tree Farmers, and others.
- Develops and maintains relationships with other key businesses to promote the project, such as area nurseries, developers, and landscapers.
- Provides monthly progress reports to the RC&D Council and its associated committees to coordinate related activities.
- Prepares grant reports and tracks all in-kind donations and services.
- Maintains project records, mailing lists, and other materials pertinent to the project.
- Has a valid driver's license and reliable transportation.

Education, Knowledge and Skills Required:

Bachelor of Science degree in biological sciences, agriculture, natural resource management, or related disciplines appropriate is preferred. Applicants with professional experience in the area of natural science, education, or environmental work, or equivalent experience will be considered.

Applicants must have:

Considerable skill in expressing ideas clearly and concisely, and in communicating effectively, orally and in writing, in order to transmit program information to the general public, prepare reports, write newsletter articles and news releases, and make presentations to groups.

Considerable skill in establishing and maintaining effective working relationships with others, and in securing cooperation to develop and carry out projects with other entities.

Considerable skill in methods of grant research and grant writing.

Considerable organizational skills to maintain files and project records.

Ability to exercise initiative and work independently.

General knowledge of state and federal natural resources conservation programs.

Considerable knowledge of the Indiana Soil and Water Conservation District and Extension Service programs.

Knowledge of methods and techniques used in promoting conservation education programs.

Other:

Hoosier Heartland will own all materials and rights to the publication for any written, audio, video, or other media produced by the contractor/employee.

Salary/Benefits – Commensurate with experience, range \$24,960 to \$34,320. There are no benefits associated with this job.

Work Schedule

To be determined. Field offices are generally open from 7:30 a.m. to 4:30 p.m. Some weekend and evening work is required. If employed as an independent contractor, hours will be determined by deliverables and workload.

Project Location - Hoosier Heartland RC&D Area: Boone, Brown, Hamilton, Hancock, Hendricks, Johnson, Marion, Morgan, Monroe, and Shelby Counties. The program may extend past the boundaries of the RC&D as directed by the steering committee and as funding allows. Work on this project may be performed at employee's residence or if needed, an office will be provided.

Supervision - The project coordinator is supervised by the President of Hoosier Heartland RC&D. The Hoosier Heartland RC&D Coordinator will serve as the primary contact for day-to-day work and scheduling questions.

As previously stated, the project is under the direction of a steering committee made up of representatives each of the ten counties in the Hoosier Heartland RC&D Area who will assist setting project goals, preparing annual plans of work and monitoring deliverables.

Equipment – Some office equipment, such as computer, printer, copier, fax machine, projector, etc. may be provided for through Hoosier Heartland. Reimbursement for use of personally owned equipment is not an option at this time.

Travel and Transportation – The position requires reliable transportation and a valid driver's license. The position will require traveling within the 10-county HHRCDC Council area. Mileage will be reimbursed as allowed for in grant budget.

Training – If needed, training will be provided by a variety of resource professionals, conducted through on-the-job experience and formal workshops.

The Hoosier Heartland RC&D Council and its partnering organizations are equal opportunity providers and employers.