



110 Trading Bay Suite 160 | Kenai, Alaska 99611 | (907) 283-8732 ext. 5 | [www.kenaisoilandwater.org](http://www.kenaisoilandwater.org)

## **JOB ANNOUNCEMENT: District Manager**

**Apply by February 16, 2021**

**Overview:** The District Manager is responsible for day-to-day operations, develops and oversees District programs in alignment with District mission, vision and goals set by the District Board of Supervisors, and represents the District in dealings with agencies, elected officials, media and partner organizations. The position requires skills and experience in program development and administration, communication and financial management. A complete job description is available at the Kenai SWCD website located at [kenaisoilandwater.org](http://kenaisoilandwater.org), or by contacting the Kenai SWCD office by email at [kenaiswcd@gmail.com](mailto:kenaiswcd@gmail.com).

**Employment Classification:** regular, ½-time employee, with potential for full-time based on funding

**Compensation:** Starting hourly rate is \$22-26, depending on qualifications and experience. Benefits include paid holidays and PTO.

### **Requirements:**

- Bachelor's degree in natural resources, environmental planning, sustainable development, agriculture, food systems, forestry, agronomy, public administration, business or non-profit management, or a related field
- Administrative or supervisory experience in the public or private sector
- Commitment to natural resource conservation and the District's mission: fostering healthy soil, water and agricultural practices
- Ability to develop cooperative working relationships and communicate effectively with diverse audiences, orally and in writing
- Ability to develop project proposals, timelines and budgets and/or experience with grant writing
- Ability to work independently to carry out projects adhering to timelines and budgets
- Knowledge of federal and state legislation, programs, rules and policies relevant to Conservation Districts and natural resource conservation is a plus

**To Apply:** Submit cover letter and current resume (including three professional references with contact information) by email to [kenaiswcd@gmail.com](mailto:kenaiswcd@gmail.com) or by mail to:

Kenai Soil & Water Conservation District  
110 Trading Bay Suite 160  
Kenai, AK 99611

**For first consideration, application packets must be received by the District on or before 5 pm, Feb. 16, 2021. This position will remain open until filled.** Questions? Email [kenaiswcd@gmail.com](mailto:kenaiswcd@gmail.com).

Kenai SWCD is a member of the Alaska Association of Conservation Districts, which is the employer of record for District staff. Alaska SWCDs were established by Alaska Statute 41.10. They fall under the oversight of the Department of Natural Resources but receive no state funding at present. Sources of revenue include grants, cooperative agreements, fees-for-service and donations.