



Forestry Coordinator (Full Time-40 hours a week)

Starting Salary Range: \$51,344 - \$66,545

Hourly: \$24.59 - \$31.87 - depending on experience and education

Classification: Tech 1-2 grade 3 – 5

Location: Brainerd, MN

To Apply:

1. Upload cover letter, resume, contact information for three references, and transcripts at www.cswcd.org/employment
2. Click on the link and fill out the Crow Wing SWCD Employment Application to comply with Veterans Preference Points: www.cswcd.org/employment

COMPANY OVERVIEW

The Crow Wing Soil and Water Conservation District's (SWCD) mission is to promote healthy lands and clean water through voluntary conservation efforts. As a local government entity, our vision is to cultivate a vibrant community with clean water and productive lands in the Brainerd Lakes Area.

Join a team that is passionate about making a difference and helping people make conservation improvements on their land. We offer excellent benefits, including 13 paid holidays, health and dental insurance, various retirement plan options, flexible work schedules, remote work, an employee assistance program for work-life support, a supportive team culture, and numerous leadership development, training, networking opportunities, and career advancement opportunities through a tiered pay scale. Starting ray of pay may vary depending on experience, knowledge, and skills.

JOB SUMMARY

The position will coordinate private forest management programs with the Natural Resource Conservation Service (NRCS), the Minnesota Department of Natural Resources (MN DNR), and the Board of Water and Soil Resources (BWSR). To achieve this, the forestry coordinator will collaborate with individual private landowners, groups of landowners, nonprofits, and associations to offer recommendations on managing their woods, addressing terrestrial invasive species, enhancing wildlife habitat, integrating agroforestry and soil health principles, and improving land for water quality and soil benefits.

PRIMARY RESPONSIBILITIES

This position is approximately 40 percent out of the office, walking and talking to landowners about their property, and 60 percent administrative work (partners' communication, reporting, and meetings).

- Coordinate the SWCD private woodland management program.
 - Visit landowners' properties to assess forest health and terrestrial invasive species and make recommendations for improvements.
 - Write and implement private woodland management plans.
 - Maintain MN DNR Woodland Stewardship Plan Writer Certification.
 - Write forest best management practices project plans and oversee practice implementation.
 - Determine eligibility for local, state, or federal cost-share programs.
- Administer SWCD's annual bare-root seedling tree sale program.
 - Organize the bare-root trees and shrubs for pickup.
 - Answer general questions from interested landowners on trees, tree planting, and how to plant trees.

- Develop and maintain community partnerships with private consultant woodland stewardship plan writers, state agencies, nonprofits, and local government units.
- Conduct outreach activities including workshops, mailings, presentations, field demonstrations, and tours to increase landowner participation and knowledge of woodlands.
- Establish and coordinate forestry programs and grants.
- Complete grant reporting, annual reporting, and other administrative tasks.

Required Qualifications:

- Four college-level courses are required for this position (see course list below). Upload transcripts to the www.cwsacd.org/employment
 - One qualifying plant course: Dendrology, Botany, or Plant Taxonomy.
 - Three qualifying classes: Silviculture, Ecology, and Wildlife
- Experience with GPS, GIS, and other data collection tools.
- MN DNR Woodland Stewardship Certified Plan writer or able to obtain certification within six months of employment.
- Knowledge of forbs, grasses, and trees for identification.
- Computer skills, including Microsoft Office (Excel, Word, Outlook, PowerPoint).
- Possess a valid MN driver's license and a good driving record.
- Strong written and verbal communication skills.
- Able to communicate and build relationships effectively with a diverse group of individuals.
- Able to effectively conduct presentations to the public, including large and small groups, conservation groups, schools, and churches.
- Able to work independently and as part of a team.
- Able to plan, prioritize, coordinate, and manage work in an organized manner.
- Applicants must be able to meet the physical requirements and work in the environmental conditions of the position, with or without reasonable accommodations.

Preferred Qualifications:

- Knowledge of Adobe Acrobat Reader and Canva software.
- Advanced understanding of forest ecology, soil health, and agroforestry principles.
- Bachelor's degree in forestry, natural resources management, wildlife, or soils.
- Four or more years of related natural resources professional experience

The Crow Wing Soil and Water Conservation (SWCD) is an Equal Opportunity Employer. All SWCD's programs and services are available without regard to race, color, creed, national origin, gender, religion, disability, age, marital status, status with regard to public assistance, familial status, gender identity, sexual orientation, and other protected classes.

Opening Date: 09/04/2025

Closing Date: 09/18/2025 at 4:30 p.m.

Vision: Clean water, productive lands, and vibrant communities.

Mission: Fostering healthy lands and clean water through voluntary conservation.

Values: Stewardship, Support, Integrity, Leadership, and Partnerships.