

JOB ANNOUNCEMENT: Byway Project Manager & Office Assistant

This part time position is located at Iowa Lakes Resource Conservation and Development (RC&D), in Spencer, Iowa. This position could develop into a full-time position.

The employee will serve as a byway project manager and assist the Glacial Trail Scenic Byway projects. The position is to provide leadership, technical assistance and support in the enhancement, protection and development of scenic byways. The main requirements will involve the following:

- Excellent oral and written communication skills, including public speaking, presentations and training. Strong organizational skills, self motivated and able to work independently as well as in a collaborative team effort.
- Help to plan, organize, facilitate or lead local and regional byway training. This will involve meeting organization, presentations, development of training materials, direct problem solving and fact finding sessions.
- Research and write articles for newsletters and other publications such as media releases, correspondence, meeting notes, quarterly reports, grant writing, informational articles, etc.
- Ability to build and maintain effective relationships at the individual and organizational levels in a respectful manner and the ability to conduct business in a professional manner.
- Ability to handle multiple projects simultaneously.
- Assist in additional project development, grant applications and administering RC&D projects as assigned.
- And other duties as assigned.

Education/Experience: Prefer a bachelor's degree (B.S. or B.A.) from a four year college or university and a minimum of 3 years of professional experience working with community groups, various levels of government and private organizations or will consider other commensurate qualifications. Professional experience or degree in community planning, natural resources, tourism or economic development, landscape architecture, historic preservation and/or other related fields. Proficient in personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, power point etc.

To apply please send a cover letter and resume to: Iowa Lakes RC&D, 203 10th Street SW, Spencer, IA 51301 or email cover letter and resume to sjones@iowalakesrcd.org. Iowa Lakes Resource Conservation and Development (RC&D) is a local nonprofit whose mission is to address natural and human resources to advance economic and social betterment of Northwest Iowa. The RC&D program helps local people obtain and coordinate technical and financial assistance as needed from a variety of private, public and governmental sources. To review Iowa Lakes RC&D project summaries go to our website: www.iowalakesrcd.org

Application Deadline: **February 6, 2012** or until a suitable applicant is found
Iowa Lakes Resource Conservation and Development is an Equal Opportunity Employer.

Byway Project Manager

Organize, facilitate & lead byway meetings

Project development, grant writing

BS or 3 years experience

Pay is commensurate with experience

712-262-2083

Resume to 203 10th Street SW, Spencer, IA 51301 by February 6, 2012.