HUMAN RESOURCES DEPARTMENT

of ALLEN COUNTY, INDIANA

"An Equal Opportunity Employer"

350 CITY-COUNTY BLDG. 1 E. MAIN STREET FORT WAYNE, IN 46802-1804

Personnel/EEO	260-449-7217	Insurance	260-449-7689	Veteran Service	260-449-7861
Job Hotline	260-449-7510	Risk Management	260-449-7455	T.T.Y.	260-449-7881
	Facsimile	260-449-4220			

PART TIME
ALLEN COUNTY JOB POSTING

POSTING NUMBER: 08-0142
JOB TITLE: PROGRAM DIRECTOR
DEPARTMENT: ST. JOSEPH RIVER WATERSHED INITIATIVE
(Under agreement with the Allen County Soil and Water Conservation District – SWCD)
HOURS: 8 AM – 5:00 PM (25 HOURS) HOURS MAY VARY
SALARY: COMMENSURATE WITH EXPERIENCE
DEADLINE: OPEN UNTIL FILLED

This position is PART TIME, NON-EXEMPT, NOT CLASSIFIED and NOT COVERED by the Allen County Employee Handbook.

DUTIES:

- Assist the Initiative in developing and carrying out an effective education / outreach program that addresses the Initiative's targeted water quality issues; sedimentation, pesticides, pathogens, and nutrients.
- Raise funds in support of the work of the SJRWI.
- Assist with maintaining the SJRWI web-site.
- Assist with the development and distribution of the Initiative's newsletter.
- Assist with maintaining financial management and financial record keeping of the SRJWI.
- Other related duties as assigned by the SJRWI Board of Directors or as agreed to with Allen County SWCD Board of Supervisors.

QUALIFICATIONS:

- Bachelor's degree in Marketing, Public Relations / Communications, Agriculture, Natural Resources or a related study and 5-7 years of relevant experience; Or 7+ years of relevant experience in exchange for degree.
- Ability to effectively communicate with co-workers, private sector businesses and the public.
- Self motivated with ability to start projects under little direction.
- Possess an outgoing personality.
- Possess excellent management qualities.
- Ability to demonstrate strong leadership skills.
- Knowledge of fundraising and marketing.
- Working knowledge of conservation practices, agricultural production, and farm programs is very desirable.
- Possession of a valid driver's license and demonstrated safe driving record.

It is the policy of Allen County Government to comply with the ADA by not discriminating on the basis of disability in the areas of recruitment, hiring, training, promoting, compensation, and all other areas of employment.

APPLY ONLINE AT www.allencountyjobs.us OR IN PERSON
ALLEN COUNTY HUMAN RESOURCES
ROOM 350, CITY-COUNTY BUILDING
1 E. MAIN ST., FORT WAYNE, IN 46802-1804
APPLICATIONS ACCEPTED IN OFFICE BETWEEN 8:00 AM TO 5:00 PM
AN EQUAL OPPORTUNITY EMPLOYER