



Rutland Natural Resources Conservation District

Natural Resources Planner

Organization: Rutland Natural Resources Conservation District (RNRCD)

Location: Hybrid – Based at Vermont Farmers Food Center in Rutland, VT with travel around Rutland County, VT, and telework as work responsibilities allow

Hours: Full-time, 40 hours/week

Date Posted: 9/15/26

Ideal Start Date: Approximately 11/16/26

How to Apply: Email cover letter and resume as a single PDF to katie@nrncd.org. All applications submitted before October 4th will be considered. Interviews are anticipated to be held end of October.

Position Summary

RNRCD seeks a Natural Resources Planner to be based out of our office in Rutland, Vermont who is self-motivated, organized, and excited to build community with local land stewards and conservation organizations. This position will focus on outreach, education, technical assistance, and restoration project work within the Otter Creek watershed of Rutland County. The ideal candidate will quickly be able to work independently developing and implementing projects in response to available funding and local needs, with support and training from the District Manager and other District staff.

This position requires natural resources management technical expertise and project management skills, as well as comfortability with event organizing, outreach, and public speaking. You will work one-on-one and in group settings with town managers, forest managers, land stewards, landowners, and partner organizations to develop and implement restoration projects. This work includes grant writing, grant management, and budgeting. This position is grant-funded and is under the general supervision of the RNRCD District manager. An approximate distribution of the anticipated workload for this position is 75% Habitat and Clean Water Programming, 25% Outreach Coordination. The exact distribution will change over time in response to available funding and existing staff skills and interests.

This position includes a seasonal mix of computer and field work. Computer work may include long periods sitting, typing, and reading from a computer screen. Field work may include extended periods of physical exertion performed outside in all seasons including heat, rain, snow, etc. There will regularly be requests to move up to 20 pounds and occasionally lift and/or move up to 50 pounds.

Who We Are

Conservation Districts are non-regulatory entities that work on a local level to protect natural resources, provide solutions and resources to address environmental concerns, and coordinate resources to support conservation land use practices. Rutland Natural Resources Conservation District (RNRCD) serves 17 towns within the Otter Creek watershed in Rutland County. The mission of RNRCD is to foster an awareness of the link between stewardship of the natural environment and the agricultural community as well as other landowners, and encourage and support efforts with partners, to meet the need for natural resource conservation and water quality improvements.

Wages and Benefits

This position is funded for full-time, 40 hours per week. This is an at-will, non-salaried position with a starting wage of \$23-25/hr. Benefits include paid federal holidays, personal and sick time, family and

medical leave, and generous flexibility. The District offers a health insurance stipend, totaling \$10,000 annually. As local government entities, Conservation Districts are eligible employers for the federal Public Service Loan Forgiveness Program (PSLF).

Minimum Qualifications

- Work experience and education in environmental science, natural resources, or related discipline such as soil science, forestry, or environmental engineering
- Project management experience
- Public outreach and education experience planning and hosting workshops or other events
- Strong communication skills in a variety of professional settings
- Ability to manage many projects and initiatives while maintaining positive working relationships
- Ability to interpret and produce documents and information layers using software including, but not limited to, ArcGIS, and Google Earth
- Fluency in basic computer programs and ability to quickly learn new software
- Willingness to work occasional evenings and weekends
- Willingness to regularly travel throughout Rutland County and occasionally travel throughout Vermont State as necessary for projects, trainings, workshops, and partner meetings

Some travel will be required in a personal vehicle, reimbursable at the federal mileage rate. This position will have an assigned desk at the Vermont Farmers Food Center in Rutland, VT, but remote work will be possible when it does not conflict with assigned duties. The District aims to have all staff present in-person at the office or in the field 50% of the time to facilitate collaboration.

Desired Skills

- Knowledge of watershed management practices to enhance fish and wildlife habitat, clean water, and flood resilience
- Ability to independently set work priorities, manage time efficiently, complete program deliverables on time, anticipate and identify obstacles, and create solutions
- Knowledge of water quality concerns, non-point source pollution, and remediation strategies
- Familiarity with state, federal, and NGO environmental cost share and conservation programs
- Experience writing and managing grants

Applications are encouraged from all individuals who believe they have the skills and passion to succeed in this role, even if they don't meet every single qualification listed. Rutland NRCD fosters a culture of learning and growth and is committed to supporting employees' professional development.

RUTLAND NRCD IS AN EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), marital status, protected veteran status, or disability.

To Apply: Please email katie@rnrcd.org a single PDF file with “Natural Resources Planner” in the subject line, containing:

1. A cover letter indicating your interest in the position
2. A resume detailing relevant education and experience
3. Three professional references