

Capital Resource Conservation and Development Area Council
PROGRAM ASSISTANT/TECHNICIAN QUALIFICATIONS

The Capital Resource Conservation and Development Area Council (Capital RC&D), a regional non-profit organization seeks to fill a limited term (12 month) Program Assistant position. This position will provide both office and field support for Natural Resources Conservation Service (NRCS) conservation projects administered by the county NRCS office. The Program Assistant will be an employee of Capital RC&D but have daily job responsibilities for the Lancaster Field Office of Pennsylvania NRCS. The Lancaster County Field Office will be the official reporting duty station.

The position will require on-the-job training to develop proficiency in use of NRCS computer systems and in-field procedures. The position requires strong attention to detail and ability to work with NRCS customers to collect information and schedule visits. The position will provide general support for the development of contracts and conservation plans and will include both office work and a limited amount of outdoor field work. Tasks and activities will include:

- Administrative support for the field team in the areas of NRCS financial assistance program contract development, contract management and conservation compliance.
- Administrative and limited technical support for the field team for the development of conservation plans.
- Data entry and data review using various NRCS computer programs including Protracts, Document Management System (DMS), Financial Assistance (FA) Tracker and Customer Service Toolkit
- As needed, travel to various field sites to assist in data collection or verification

The successful candidate should have the following experience/qualifications:

- BS degree in natural resources related field or equivalent experience
- Demonstrated general knowledge of soil and water conservation practices as they relate to agriculture
- Experience learning and working with a variety of computer programs
- Ability to work with customers to collect information during face-to-face meetings and over the phone
- Strong attention to detail as demonstrated by work or educational experience

Candidates must demonstrate knowledge of agricultural and natural resource best management practices. Good oral and written communications skills and computer proficiency in Microsoft Office Suite are also required. The candidate should have the ability to work in a team setting within a small office environment and the ability to walk and work in outdoor environments. A valid driver's license and motor vehicle are also required. This is a grant funded term position.

Interested candidates should submit a resume before January 29, 2018 to:

Capital RC&D Area Council
Attention: Susan Richards
401 E. Louthier St., Suite 307
Carlisle, PA 17013
Email: srichards@capitalrcd.org

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