



CAPITAL RESOURCE CONSERVATION AND DEVELOPMENT (CAPITAL RC&D)
PROGRAM ASSISTANT

For US Department of Agriculture Natural Resources Conservation Service

1. **Description of work:** Capital RC&D, a regional non-profit organization seeks to fill a grant funded Program Assistant position. This position provides assistance to the landowners and land users of York and Adams Counties as a representative of the Natural Resources Conservation Service (NRCS) South East Field Team 4. The incumbent will serve as an administrative assistant performing clerical duties for the Field Team. These activities will include program eligibility, contract management, filing and utilizing the online Geographic Information System (GIS) to enter and maintain conservation plans, input and retrieve data for progress reports, coordinate supply and equipment ordering/inventory and other duties as assigned.

Duty Location:

USDA-NRCS Office, 3500 Concord Road, York, PA 17402-8987

Work Schedule: 40 hours per week. Time in any given work week may be divided between the York and Adams County Field Offices based on workload and at the discretion of the Supervisor. The position is funded by an agreement between Capital RC&D Council and USDA-NRCS. This is a grant funded position with current funding into October 2021 and future funding is expected.

Requirements: Background investigation will be required and a valid Driver's License. Applicant will be expected to independently drive between the York and Adams County Field Offices, trainings or other job-related activities, mileage will be reimbursed.

Qualifications: 1-year specialized experience or Bachelor's Degree. 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 work in outdoor environments.

Specialized experience: Experience that has equipped the applicant with the specific knowledge, skills, and abilities to perform successfully the duties of this position. Examples of qualifying specialized experience include:

Gathering and analyzing data for the development of plans and contracts; collecting and filing program eligibility information for program applicants; accounting; Information Technology; project/contract management; quality assurance; providing administrative support to a work unit; use of office automation software such as Microsoft Office and GIS Proficiency.

To apply: Interested candidates can submit a letter of interest and resume August 14, 2020 to Capital RC&D at the email address below.

Capital RC&D, Carlisle, PA 17013 -- (717) 241-4361 - info@capitalrcd.org

CAPITAL RC&D IS AN EQUAL OPPORTUNITY EMPLOYER.