

## **Leadership Development Program Coordinator – Harrisburg, PA 17101**

**Reports To:** PACD will be the employer of this position. Oversight of the program activities for the Leadership Development Program Coordinator will be accomplished by the Leadership Development Committee. This committee is a joint effort between the PA Department of Environmental Protection, PA Department of Agriculture, and the State Conservation Commission. It also includes a representative from PACD, conservation districts, USDA Natural Resources Conservation Service, and Penn State Cooperative Extension Service.

### **Job Overview:**

The full-time Leadership Development Program Coordinator will facilitate the development and the implementation of Pennsylvania's "Building for Tomorrow" Leadership Development Program to meet the evolving needs and growth in professional development for Pennsylvania's conservation districts, developing the appropriate and comprehensive programs and materials to support professional development for directors and staff.

### **Responsibilities and Duties:**

- Facilitate meeting and planning sessions.
- Assist the Committee in the review and evaluation of current training needs of conservation district directors and staff.
- Coordinate the development and implementation of training initiatives.
- Review current program resources.
- Assist the Committee in coordinating a variety of resources.
- Prepare budget proposals for initiatives.
- Support conservation districts, cooperating organizations, or agencies to develop and submit grant applications for projects, monitor grant progress, and evaluate grant deliverables.
- Coordinate program development activities between the Committee and workgroups.

### **Qualifications:**

- Ability to work independently with minimal supervision and is self-motivated
- Effective oral, verbal, and written communication skills
- Possess motivational, organizational, and multi-tasking skills
- Ability to meet deadlines and develop and manage a budget
- Skilled in the development of training materials and programs
- Knowledge of conservation districts, their programs, and operations (preferred)
- Basic understanding of state and local government or ability to acquire such knowledge
- Operate a computer and use appropriate software



- Operate a motor vehicle and maintain a driver's license
- Able to travel overnight several times a month
- Flexible hours, the successful candidate will be expected to work the hours necessary to complete the tasks.
- May be required to provide their own transportation. Mileage expenses will be reimbursed as approved and according to policy.
- Bachelor's degree in Communications, Education, or Organizational Leadership or any combination of education, experience, and training.

**How to Apply:**

Candidates must submit a resume and cover letter to PACD. Please apply by e-mail with subject heading "LD Coordinator" to: [jobs@pacd.org](mailto:jobs@pacd.org)

**Deadline for Application:**

All application materials must be received by 4:30pm EDT on **March 21, 2018.**

