

## **Natural Resources Executive Assistant (Conservation Partnership)**

### **INTRODUCTION**

**Location:** Location of this position is negotiable. The employer of record is the Pennsylvania Association of Conservation Districts and day to day technical guidance provided by the NRCS Natural Resources Specialist.

**Purpose of Position:** The incumbent has primary responsibility for providing assistance and coordination support for the National Conservation Planning Partnership conservation planning efforts. The position is under the technical supervision of the NRCS Natural Resources Specialist located in Benton, PA.

### **MAJOR DUTIES AND RESPONSIBILITIES**

Provides overall assistance to leadership in the National Conservation Planning Partnership (NCP) collaboration process underway by NRCS and its Conservation Partners: National Association of Conservation Districts (NACD), National Conservation District Employees Association (NCDEA), National Association of State Conservation Agencies (NASCA), and the National Association of Resource Conservation and Development Councils, Inc. (NARC&DC). The process is in place to improve conservation planning technical assistance and other activities related to the implementation of the Conservation Technical Assistance Program (CTA).

Helps develop and implement an effective communication network for NCP leadership to ensure all partners are informed and engaged in NCP activities; are aware of issues, barriers, and decisions that need to be made; and gathers input on ideas and items requiring a decision from conservation partners to further conservation technical assistance efforts.

Assists with coordination of project planning and implementation activities for NCP senior leadership. Activities include proposing agenda items for leadership and action team meetings based on status of the collaboration project; identifying barriers to successful functioning of the NCP teams and providing solutions to identified barriers; drafting guidance for leadership to send to NCP Team Leads, and managing activities related to scheduling meetings, note-taking, report writing, and other project and meeting logistics.



Assists in strategy to include other organizations involved in natural resources conservation to continually expand partnership opportunities with the goal of increased conservation planning nation-wide.

## **REQUIREMENTS AND SALARY**

BA/BS, preferably in an environmental/natural resources field with 3-5 years' experience. Salary \$35,000 per year plus benefits.

## **POSITION DESCRIPTION**

Assists with the preparation of briefing and issue papers. Coordinates with other staff in reviewing and drafting such papers.

Function as a team member by keeping current with assigned functions of other team members and provides backup for absent team members as needed.

Represent the NCPP on assigned committees, task forces, and other strategic or business planning groups involving assigned program functions. Clearly communicates to the Natural Resources Specialist regarding all aspects of assigned tasks or activities.

Other duties and projects as directed by the Executive Director.

Actively supports the civil rights program and communicates this support to co-workers. Ensures equality and inclusion in all activities and provides conservation planning and program assistance to individuals, groups, and the public without regard to race, color, national origin, religion, political belief, gender, age, and disability, marital or familial status.

Work is carried out in accordance with safety and health policy, procedure, and regulations.

## **HOW TO APPLY**

A cover letter and resume should be emailed to [personnel@pacd.org](mailto:personnel@pacd.org) by April 23, 2021.

