

**TITLE:** Project Assistant, AmeriCorps Member  
**REPORTS TO:** ICCD Manager & Evergreen Conservancy President  
**SERVICE DATE:** August 2021 – AUGUST 2022

**\*\*\*NOTE THAT THIS IS A PMSC AMERICORPS POSITION - PLEASE VISIT [WWW.PMSC.ORG](http://WWW.PMSC.ORG) FOR MORE INFORMATION ON THE AMERICORPS PROGRAM INCLUDING LIVING STIPEND AND OTHER BENEFITS OF THE PROGRAM\*\*\***

### **POSITION SUMMARY**

This is a term position. This position is responsible for providing assistance to Indiana County Conservation District (ICCD) staff and Evergreen Conservancy (EC) volunteers. The mission of the organizations are as follows:

*ICCD: To promote sustainable agriculture and communities while protecting and wisely using the natural resources of Indiana County.*

*EC: To advance the preservation, protection and stewardship of Natural, Cultural, and Historical Resources in and around Indiana County.*

The Project Assistant will serve both organizations by assisting with water quality monitoring, environmental education, grant writing for specific water quality projects, and project assistance on awarded grants. Water is the number one concern for Indiana County and this position will help both organizations implement projects that approve water quality in the county.

### **DUTIES AND RESPONSIBILITIES**

- Facilitate projects aimed at reducing non-point source pollution in watersheds throughout Indiana County, projects targeted in our Dirt, Gravel, Low Volume Road program, and local watersheds of interest from our partners and watershed groups.
- Assistance to ICCD staff and the Conservancy with technical needs on construction projects, like stream surveys and design or riparian buffer designs.
- Specifically assist with Dirt/Gravel and Low Volume Road Maintenance Projects
- Assist with the Lucerne 3A Passive Treatment System Rehabilitation
- Provide environmental education programming to youth and adult groups to support stewardship and conservation of land and water resources.
- Assist with water quality monitoring across Indiana County.
- Outreach assistance to local watershed groups, including working with and recruiting volunteers, attending events to represent the organization, newsletter development or writing assistance, working with partners and website improvements.
- Facilitating projects to further develop the Indiana County Eco-Tour, highlighting ecotourism opportunities and areas of environmental significance to the community.
- Attend ICCD, Evergreen Conservancy, and some conservation partner meetings and trainings to support on-going grass-roots projects.
  - Provide water quality sampling on ICCD and Evergreen Conservancy Treatment Systems including Tonoma, Cessna, Lucerne 3A, and Bear Run



- Maintain, manage, inspect, and collect/interpret data from Evergreen Conservancy's in-stream data loggers
- Apply for at least 2 grants to fund water quality improvement projects in Indiana County
- Liaison with students and faculty of Indiana University of PA for related projects.
- Complete at least 4 environmental education programs/workshops

This member will serve Monday through Friday, 8AM-4:00 PM with some flexibility for weekend/evening programs.

## **EDUCATION REQUIREMENTS**

High School Diploma, Associate's Degree in Environmental Sciences, natural resource management, biology, ecology, chemistry, geology, engineering, agronomy, agriculture, geography and regional planning, or related field of study.

## **EXPERIENCE REQUIREMENTS**

Experience working in conservation/related field a plus

## **PHYSICAL REQUIREMENTS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In accordance with the Americans with Disabilities Act, reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this job, and encourages both prospective employees and current employees to discuss potential accommodations with the District. The Indiana County Conservation District is an Equal Opportunity Employer.

- Must be able to sit for long periods throughout the workday, with occasional periods of standing, walking, bending, twisting, balancing, crouching, kneeling, and reaching necessary to carry out the duties of the job.
- Dexterity requirements range from simple to coordinated movements of fingers/hands/arms, feet/legs, and torso necessary to carry out the duties of the job.
- Occasional lifting/carrying of objects with a maximum weight of fifty pounds.
- Must be able to cope with the physical and mental stress of the position.
- Must be able to move frequently throughout the workday.
- Must be able to pay close attention to details and concentrate on work.
- Must possess the ability to record, convey, and present information, explain procedures, and follow instructions.

## **HOW TO APPLY**

Submit Cover Letter, Resume, and Three Professional References to:

Indiana County Conservation District  
435 Hamill Road  
Indiana PA 15701

Or to: [d.beri@iccdpa.org](mailto:d.beri@iccdpa.org)

Applications must be received by 5:00 pm on Friday July 16, 2021.

