

Communication Assistant (Conservation Partnership)

INTRODUCTION

Location: This position is remote, with the employer of record being the Pennsylvania Association of Conservation Districts (PACD). The position is a partnership between PACD and the National Association of Conservation Districts (NACD) on behalf of the National Conservation Planning Partnership (NCPD). Oversight and day-to-day technical duties is provided by the NRCS Natural Resources Specialist, who serves as the NCPD National Coordinator, with guidance from the NCPD Communications Team Co-Chairs.

Purpose of Position: The incumbent has primary responsibility for providing assistance and coordination support for the NCPD communication 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 the leadership in the NCPD collaboration process underway within NCPD and each of the five conservation partners: NACD, NRCS, National Association of Conservation District Employees (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 effective communications for NCPD leadership, specifically the Communication Action Team, to ensure all partners are informed and engaged in NCPD 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 communication project planning and implementation activities for NCPD Communication Action team which include written/verbal, electronic, and web-based communications using a variety of formats/media types. Activities include proposing agenda items for meetings based on status of the collaboration project; identifying barriers to successful functioning of the team and providing solutions to identified barriers; drafting communication to send to NCPD Team Leads, design and editing of communication



materials, and managing activities related to scheduling meetings, note-taking, report writing, and other project and meeting logistics.

Drafts, proofreads, and designs communication templates and messaging as directed by the Communication Action Team. Works to implement existing communication strategies while investigating new and expanding opportunities.

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 a communication field with 1-4 years' experience (paid, volunteer, or other non-paid experience acceptable). 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 NCPP National Coordinator and Communications Team Co-Chairs regarding all aspects of assigned tasks or activities.

Other duties and projects, supporting NCPP efforts, as directed by the PACD Executive Director.

Actively supports the civil rights program and communicates this support to co-workers, as well as, internal and external partners. Ensures equality 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 package, including 3 examples of communication pieces completed solely by the applicant, should be emailed to personnel@pacd.org by August 26, 2024.

