

Program Manager – Harrisburg, PA 17101

Reports To: The Program Manager will report to the PACD Executive Director.

Job Overview:

The full-time Program Manager is responsible for planning, coordinating and administering special programs, meetings, and trainings. The Program Manager will also represent PACD on assigned committees, assist with grant writing, and assist with PACD building issues.

Responsibilities and Duties:

- Oversee the Conservation Reserve Enhancement Program (CREP) Program Office.
- Coordinate the annual Chesapeake Bay Program Staff Meeting.
- Administer the Riparian Buffer Sub-grant Program.
- Assist at meetings, conferences, trainings, tours, etc.
- Coordinate Chapter 102/105 meetings and workgroups.
- Plan manure management manual facilitator training workshops.
- Implement Certified Professional in Erosion & Sediment Control (CPESC) training.
- Coordinate PACD presence at trade shows and events.
- Serve as the staff contact for the PACD District Employees Committee.

Qualifications:

- Associate or Bachelor's degree preferred or equivalent experience
- Experience in event planning
- Time-management and organization skills
- Familiarity with Pennsylvania's conservation districts and their programs
- Ability to work independently
- Excellent verbal and written communication skills
- Planning programs from start to completion including deadlines, milestones, budget management, and evaluations
- Proficiency using Microsoft Office

How to Apply:

Candidates must submit a resume and cover letter to PACD. Please apply by e-mail with subject heading "Program Manager" to: jobs@pacd.org

Deadline for Application:

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

