

Pennsylvania Association of Conservation Districts (PACD)

VACANCY ANNOUNCEMENT PROGRAM MANAGER

Position Title: Program Manager

Number of Positions Available: 1

Salary Range: Commensurate with experience

Location: 5925 Stevenson Ave., Suite A, Harrisburg, Pennsylvania

Duties:

The Pennsylvania Association of Conservation Districts (PACD) supports Pennsylvania's conservation districts so they can conserve natural resources for our future. The PACD Program Manager is responsible for planning, coordinating, and administering special programs, meetings, and trainings. The Program Manager will also represent PACD on assigned committees and boards and assist with grant writing. This is a full-time position reporting to the Executive Director.

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.
- Coordinate Chapter 102/105 meetings and trainings
- Serve as the staff contact for the PACD District Employees Committee.

Qualifications:

A qualified candidate should have the following:

- 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 including grant writing
- Planning programs from start to completion including deadlines, milestones, budget management, and evaluations

Education:

Associate or Bachelor's degree preferred or equivalent experience.

Work Schedule:

This position is part-time, 37.5 hours per week. Hours are somewhat flexible. Occasional travel is required.

Benefits:

Benefits include health insurance, a 401k retirement plan, 14 paid holidays, and accrued PTO leave. Relocation expenses will not be provided.

How to Apply:

Candidates must submit a resume and cover letter to the PACD:

Please apply by e-mail with the subject heading "Program Manager" to jobs@pacd.org.

Deadline for Application:

All application materials must be received by 4:30 pm EDT on **January 21, 2021**.