

Resource Conservationist Position Announcement

The Armstrong Conservation District (ACD) Board of Directors will be accepting applications for the full-time position of Resource Conservationist until May 31, 2023 or until the position is filled. The Resource Conservationist will lead the Armstrong Conservation District's education and outreach efforts to further promote the organization to the residents of Armstrong County. The primary responsibilities of this position include: providing educational programming in relation to natural resource management, assist other staff members in providing education for the District's delegated programs, applying for and administering grant funding, and assisting the District Manager in various administrative duties. Job duties include, but are not limited to: development and presentation of environmental/conservation education programs to schools; assisting staff members in holding educational events for the District's delegated programs; organization of annual District outreach events; publish the annual report, news releases, and promotional documents; grant funding, obtain necessary certifications, attend professional development events in each of the District's delegated programs, assist the District Manager with various administrative duties such as financial record keeping, payroll, time sheets, and supply inventory and ordering. The successful candidate will have at minimum, a BA or BS degree in natural resource management, environmental science, education, or closely related field or an Associate's Degree plus an equivalent combination of job experience and training. The ideal candidate will have excellent communication and organization skills, teaching and public speaking experience, and knowledge of matters pertinent to conservation and non-point source pollution and the environment. Proficiency using the Microsoft Office Suite is required. Applicants must possess a valid PA Driver's license for at least 3 years and provide for their own transportation as needed. The successful applicant must pass a criminal background check and other pre-employment screenings.

The Resource Conservationist salary will be \$35,000+/year based on experience and education. The Armstrong Conservation District offers a competitive benefit package including paid holidays, health/vision/dental insurance, a contributory retirement plan, vacation, sick, and personal leave.

To be considered for this position, applicants must email Holly Laird at halaird@co.armstrong.pa.us to obtain an application and full job description. Please submit a cover letter and completed application to halaird@co.armstrong.pa.us

The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as required by the District Board or its designee. The Armstrong Conservation District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the ACD will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the District.