



**CONSERVATION TECHNICAL ASSISTANCE INITIATIVE
PROGRAM ASSISTANT (CTAI PA)
JOB OPENING**

The Clinton Conservation District is seeking interested applicants to serve as CTAI Conservation Program Assistant. This full-time (40 hours/week) position will be employed by the Clinton Conservation District (located in St. Johns, Michigan) with a hybrid workstation split between remote and U.S. Department of Agriculture (USDA) Natural Resource Conservation Service (NRCS) State Office in East Lansing, Michigan. This is an administrative and technical support position under the day-to-day supervision of the USDA-NRCS with oversight provided by the Michigan Department of Agriculture and Rural Development (MDARD).

The Conservation Program Assistant position will focus on processing and tracking Farm Bill contracts, including uploading and certifying complete documentation. The position will have responsibility to work with staff in the NRCS state office, and staff and partners located in NRCS field offices statewide. While a base knowledge of agriculture and conservation is helpful, it is not required. A successful applicant will have better than average computer proficiency and experience completing administrative tasks. Knowledge of how to upload documents and utilize Microsoft Office systems and other software is a must.

Starting pay rate will be dependent on experience \$18-20/hr. Benefit package includes paid holidays, sick leave and a flex plan stipend of \$5,000/year. A valid Michigan driver's license is required. Interested applicants should submit a resume, three references, and a cover letter indicating relevant experience. Please submit full application packet electronically to Kurt Wolf, Executive Director (kurt.wolf@macd.org) or mail/drop off to the St. Johns USDA Field Office/Clinton Conservation District, 2343 N US 27, St Johns Michigan 48879. Application period will be open until filled.