



## CONSERVATION PROGRAM ASSISTANT POSITION DESCRIPTION

The Clinton Conservation District is seeking a candidate to serve as Conservation Program Assistant. This full-time (40 hours/week) position will be employed by the Clinton Conservation District (located in St. Johns, Michigan) with primary duty station located at the 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).

### SCOPE OF WORK

The purpose of the work is to provide oversight, administrative, and technical support for voluntary conservation programs implemented through the Farm Bill. The assistance provided by the program assistant shall be in accordance with applicable NRCS policy, procedures, and practice standards.

### JOB DUTIES

- Assist with and review payments, modifications to contracts, processing and maintenance of records related to conservation programs, and day-to-day business processes of NRCS
- Assist the District with programs and office duties as needed.
- Process applications, certify eligibility, review payment requests, and verify payment documents to ensure complete information is provided
  - Analyze problems with applications and take corrective actions
- Review and process administrative letters and documents, waiver requests, status reviews, contract implementation, contract modifications, and cancellations or terminations
- Track the status of contracts and technical service provider projects through reports and communications with staff
  - Track program performance and generate reports on workload progress, contract status, expiring contracts, required modifications, and payments
  - Assist with the presentation of progress reports and expiring contracts
  - Receive and complete requests for statistical or informative materials regarding NRCS programs
- Draft and/or edit instructional bulletins, correspondence, and news releases
- Assist with assigned functions related to financial and programmatic audits
- Work closely and maintain good working relationships with other resource management professionals, both public and private, in support of a holistic approach to the management of natural resources
- Attend meetings of the District board, interagency groups, and regional and/or community development groups, as directed, to gain insight into program areas and to observe and develop competence in personal, work relationships, and group meeting techniques
- Complete other essential activities and submit reporting to the Conservation District, MDARD, and NRCS as required by the grant agreement

## QUALIFICATIONS

- General knowledge of local agricultural production practices preferred but not required
- Ability to work independently of direct supervision and effectively with co-workers in a team
- Knowledge and skill in written and oral communication techniques and public relations sufficient to explain conservation practice specifications for various projects and programs to individual landowners, various agencies, local sponsoring organizations, and other conservation partners
- Knowledge of administrative processes in order to follow filing and tracking procedures
- Ability to analyze problems and take corrective actions
- Ability to interpret and implement direction
- Excellent organizational, written, and verbal communication skills
- Proficient use of a computer; the ability to download and upload files, format information for electronic distribution and utilize the Microsoft Office Suite, including Excel and Power Point
- Pass a federal background check and hold a valid Michigan driver's license

## COMPENSATION PACKAGE

The Conservation Program Assistant is a full time, 40 hour/week grant-funded position. Salary is dependent on experience, \$18-20/hr. Benefits include paid holidays, sick time and vacation according to the District's personnel policy, and access to a flex stipend which provides funding for retirement savings plans or other alternatives. The position is contingent upon annual renewal provided by the Michigan Conservation Technical Assistance Initiative with funding provided by the USDA-NRCS and the Michigan Department of Agriculture and Rural Development.

## TO APPLY

Send resume, cover letter, and up to 3 references to:

Kurt Wolf, Executive Director

Clinton Conservation District

Kurt.wolf@macd.org

**Application period will be open until filled.**