



We work with the people who work the land.

### **VA Dare SWCD Virginia Conservation Assistance Program (VCAP) Contractor Job Description**

Primary job responsibilities include reviewing VCAP applications, following up on VCAP inquires and providing site visits on a contract basis.

Acting as liaison for Virginia Dare SWCD to assist with processing VCAP applications.

#### **• Processing of VCAP Project Application Files:**

- May receive, review, and provides feedback on VCAP project applications as assigned by the District.
- Works directly with the Conservation Specialist on all VCAP project applications.
- Works directly with homeowner's inquiry, site visit, application preparation, contractor outreach, and documentation processes to ensure complete and thorough VCAP project applications.
- On-going review of program guidance documents to ensure homeowners are well-informed of program procedures, policies, and updates.

#### **Required Knowledge, Skills and Abilities**

- Environmental awareness and understanding of soil and water conservation issues.
- Communicates effectively both orally and in writing with ability to develop informational materials and presentations, with ability to speak to diverse groups and give effective presentations.
- Clear technical writing skills for reporting on projects and other outreach opportunities.
- Excellent interpersonal and collaboration skills inherent in establishing and maintaining effective working relationships with diverse homeowners.
- Computer skills, including the ability to use common business software, including Word, PowerPoint, Excel and Internet navigation, and ability to learn/use latest programs and systems.
- Excellent customer service skills, able to represent VA Dare SWCD in a professional manner and meet timely deadlines.
- Outside walking on varying and uneven terrain, must be able to perform visual inspections
- Strong organizational skills with critical attention to detail.

#### **Minimum Requirements**

- Education: Two (2) year degree in a relevant field of study such as environmental science, natural resources preferred.
  - **Or any equivalent combination of education and experience that provides the necessary job knowledge, skills, and abilities.**
  - **Experience: Demonstration of a working knowledge of stormwater dynamics, Best Management Practices (BMPs), and overall Soil and Water Conservation District (SWCD) efforts preferred.**
- Must have a valid Virginia driver's license and must be willing to provide his or her own transportation.
- A Criminal Background Check is Required.

**The VCAP Contractor Position is a 1099 Contractor Position. The Contractor will not be an employee of Virginia Dare SWCD. Compensation will be on a per contract basis. The VCAP Contracts will be in Virginia Beach and Chesapeake. Resumes must be mailed to Virginia Dare SWCD, P.O. Box 6097, Virginia Beach, Virginia 23456 or emailed to the District Manager at [ksulliva@vbgov.com](mailto:ksulliva@vbgov.com)**

***The Virginia Dare Soil and Water Conservation District is an Equal Opportunity Employer and does not discriminate of the basis of race, color, religion, sex, or national origin.***