



We work with the people who work the land.

Virginia Dare SWCD Conservation Assistance Program Assistant Job Announcement

The Virginia Dare SWCD is hiring for a part-time Conservation Assistance Program Assistant.

The position is a tele-commute work position with on-site visits in Virginia Beach and Chesapeake.

The salary for this position is \$25 per hour with a 30 hour work week.

Primary job responsibilities include: reviewing Virginia Conservation Assistance (VCAP) and Virginia Beach Conservation Assistance Program (VBCAP) site visit applications. Conducting in person site visits and preparing VCAP/VBCAP Applications for submittal to the VASWCD and the VA Dare SWCD Board of Directors for approval.

Additional duties include processing of VCAP/VBCAP Project Application Files:

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

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.
- Strong organizational skills with critical attention to details.
- Outside walking on varying and uneven terrain, must be able to perform visual inspections.

Minimum Requirements

- Any combination of education and experience that provides the necessary job, knowledge, skills, and abilities.
- Experience: Demonstration of a working knowledge of storm-water dynamics, Best Management Practices (BMPs), and overall Soil and Water Conservation District (SWCD) efforts preferred.
- Must have a **valid driver's license** and must be willing to provide his or her own transportation.
- A Criminal Background Check is required for employment.

Resumes must be emailed to the District Manager Kathleen Sullivan ksulliva@vbgov.com or mailed to VA Dare SWCD P.O. Box 6097, Virginia Beach, VA 23456 **no later than April 1, 2023.**

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