

Garrett County
Allegany County
Washington County
Frederick County
Carroll County



Garrett Conservation District
Allegany Conservation District
Washington Conservation District
Frederick Conservation District
Carroll Conservation District
Catoctin Conservation District

1260 Maryland Ave. • Suite 103 • Hagerstown, Maryland 21740
Phone: 301-671-1800 • Fax: 301-671-1800
Website: www.wmrcd.org

JOB OPENING

Dates accepting application: 5/16/16 – 6/15/16

POSITION TITLE: PROGRAM SUPPORT SPECIALIST

SALARY: \$28,000-\$34,000

POSITION TYPE: FULL TIME

LOCATION: ELKTON, MD

ABOUT US

The Western Maryland Resource Conservation and Development (WMRC&D) Inc. is a non-profit company in business since 1993. We are involved in projects dealing with environmental restoration, alternative energy, research on remediation of acid mine drainage impacts, improvements of wetlands, and projects addressing forestry, fisheries, wildlife, conservation and agriculture.

CONTEXT OF THE POSITION

In coordination with the USDA's Natural Resources Conservation Service (NRCS), this position would help to implement programs and provisions included in the Farm Bill in Service Centers across North Eastern, MD. The primary duty location for this position is Elkton, MD. The Program Support Specialist will provide project support including direct interaction with landowners, agencies, and related project partners for the duration of the 2 year term as outlined by the NRCS funding grant. The incumbent is responsible for processing and maintenance of records which represent the financial and related administrative transactions primarily related to conservation programs and the business processes of the NRCS. This position reports directly to the District Conservationist in the Cecil County Soil Conservation District Office.

ESSENTIAL FUNCTIONS

Assists with providing a variety of information to WMRC&D project partners and landowners, such as specific program and eligibility requirements; guidance on completion of required program materials; and explanations regarding paperwork requirements necessary for conservation program participation.

Manages assigned administrative duties for obligated conservation contracts and contract reviews. Provides administrative assistance on contract modifications, as developed by the field office technical staff, within the agency-specific software.

Assembles documentation required to process project specific goals. Provides quality assurance that information on each document is complete per agency policy and guidelines.

Assists with all assigned functions related to financial and programmatic audits.

Assists with developing schedules, articles, reports and project updates for internal and public review.

Assists with related tasks to advance WMRC&D restoration efforts including outreach to land owners, management of contracts and project documentation,

Performs other duties as assigned

PROFESSIONAL EXPERIENCE AND QUALIFICATIONS

Candidates with education and/or experience commensurate with the position are preferred. Background and experience in the fields of agronomy, forestry, restoration, and administrative support is a plus. Proficiency in use of computers (Microsoft Office) is required.

Strong communication and organization skills are essential to the success of candidates within this position.

The ability to work independently while effectively managing multiple priorities is mandatory.

A valid driver's license is needed for work related travel.

US Citizens and Nationals may apply; no prior Federal experience is required.

A clean criminal record verified by a standard background check with local, state, and national law enforcement agencies. A security clearance is not a requirement.

FOR MORE INFORMATION AND TO APPLY FOR THIS POSITION

Please go to our website at: www.wmrcd.org

Please email Resume and Cover letter and 3 professional references to:
mgoldbach@wmrcd.org

The WMRC&D is an equal opportunity provider and employer. All programs and services of the Western Maryland RC&D Council are offered on a non-discriminatory basis, without regard to race, color, national origin, religion, sexual orientation, age, marital or family status, disability or political belief.