

Northern Virginia Soil and Water Conservation District
Urban Conservation Specialist I – Conservation Assistance Programs



Overview

The Urban Conservation Specialist I (UCS-I) CAP position supports the Northern Virginia Soil and Water Conservation District (NVSWCD) Conservation Assistance Programs (CAP). CAP is one of several NVSWCD programs which provide assistance to homeowners, schools, civic associations, and places of worship throughout Fairfax County. The Conservation Assistance Programs (CAP) is an urban cost-share programs that provides financial and technical assistance to property owners who would like to manage stormwater on their property using environmentally friendly techniques and strategies including but not limited to conservation landscaping, rain gardens, dry wells, and impervious surface removal. CAP practices address erosion, runoff, and poor vegetation. The UCS-I will work directly with the other members of the NVSWCD staff. This position is supervised by NVSWCD's Conservation Assistance Programs Coordinator and reports to NVSWCD's Executive Director.

Duties and Responsibilities

Administrative (50%)

- Review grant applications for completeness.
- Track application status and deadlines.
- Assist with the preparation of materials and applications for presentation to the NVSWCD Technical Review Committee, the NVSWCD Board of Directors, and the VCAP State Steering Committee.
- Maintain and organize program data and photo library.

Outreach (30%)

- Conduct community outreach through events, citizen engagement and other means.
- Develop and deliver public outreach materials including presentations, brochures, and social media posts.
- Coordinate with external stakeholders such as community groups, county staff, master gardeners and master naturalists to raise awareness about the CAP and NVSWCD program offerings.

Technical Assistance (10%)

- Respond to technical assistance requests and CAP application inquiries and provide information to residents about CAP and NVSWCD.
- Conduct fieldwork through on-site visits.

Other Duties (10%)

- Participates in NVSWCD meetings, events, and programs outside of the Conservation Assistance Programs.
- Assists with NVSWCD programs-including events such as the NVSWCD annual native seedling sale, workshops, and other outreach and education events.

Knowledge, Skills, and Abilities

- Ability to communicate clearly and concisely, both written and oral.
- Microsoft Office products (primarily Word and Excel) proficiency.
- Detail oriented and organized. Must keep track of multiple projects occurring at the same time, maintain complete records, and complete tasks on time.
- Ability to work independently and as an effective team member.
- Enjoy working with the public.
- Professional attitude and attire.
- *Preferred:* Experience with project management, graphic design software, and/or community engagement.
- *Preferred:* Spanish language proficiency.
- *Preferred:* An interest in stormwater management.

Education and Experience

- An associate or bachelor's degree from an accredited college or university; *or* a combination of education (high school diploma or higher) and professional experience that provides the necessary knowledge, skills, and ability to perform the duties of the position.
- A conservation ethos and/or an understanding and appreciation of environmental and conservation matters.

Physical Conditions and Nature of Work

- Work is typically performed in an office setting with extended periods of time at computer terminal. This position will be eligible for hybrid work after the initial training period.
- Frequent site visits which may include extended periods of standing, walking, and traversing rough and uneven terrain (including stream valleys, hilly, and/or wooded sites). Must be able to work in varying weather conditions.
- Must be able to lift up to 30 lbs.
- May require occasional evening or weekend work to participate in meetings or to meet specific deadlines.
- Regular travel throughout Northern Virginia is required. Must hold a valid driver's license. Use of a personal vehicle may be necessary; mileage is reimbursed at the federal rate.
- Must pass a criminal background check to the satisfaction of the employer.

Terms & Compensation

This is a full time (40 hour per week) salary position which offers health insurance, retirement plan and contribution, and leave benefits. The UCS-I will be paid every other week with staff payroll. Taxes will be withheld. The salary range for this position is \$45,000-52,000 to be commensurate with the candidate's knowledge and experience.

How to Apply

Interested applicants should email their resume, cover letter, and contact information for two references to conservationdistrict@fairfaxcounty.gov by Sunday, June 23rd, 2024.

If you meet 75% or more of our selection criteria, we strongly encourage you to apply for this position. We are committed to hiring a UCS-1 with the right mix of experience (traditional and nontraditional), passion and commitment for our work, and the ability to grow with us. Persons of color, women, persons with disabilities, LGBTQ+ persons, and other members of historically underserved and underrepresented communities are strongly encouraged to apply.

About NVSWCD

The Northern Virginia Soil and Water Conservation District is a political subdivision of the Commonwealth of Virginia. Its boundaries are the same as those of Fairfax County, home to nearly one million people. Founded in 1945 by citizens concerned about conserving natural resources, NVSWCD is now one of 47 conservation districts in Virginia and approximately 3,000 nationwide. The agency is governed by a five-member Board of Directors who employ thirteen staff to carry out the organization's technical and educational programs.

The agency's goal is to promote clean streams and protect natural resources. We achieve this through effective leadership, technical assistance, and outreach programs in collaboration with government, industry, and the public.

NVSWCD is not a regulatory agency. Instead, the agency provides conservation information, technical services, educational programs, and volunteer opportunities to residents on many aspects of water quality, nonpoint source pollution, and stream health. We also connect residents with environmental initiatives and opportunities through our *Watershed Calendar* newsletter.

The Northern Virginia Soil and Water Conservation District is an equal opportunity/affirmative action employer. Its programs, activities, and employment opportunities are available to all people regardless of race, color, religion, sexual orientation, marital status, sex, age, military status, pregnancy/childbirth or related medical conditions, national origin, political affiliation, gender identity and expression, and disability.

**Northern Virginia Soil and Water Conservation District
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