**VASWCD Virginia Conservation Assistance Program (VCAP) Coordinator Position Announcement**

The Virginia Conservation Assistance Program (VCAP) Coordinator is responsible for oversight and management of all VCAP efforts. VCAP is a stormwater cost-share program that supports the installation of Best Management Practices (BMPs) throughout Virginia to improve water quality. The program is implemented through 47 individual Soil and Water Conservation Districts (SWCDs) working thru the Virginia Association of Soil & Water Conservation Districts (VASWCD).

The VCAP Coordinator is responsible for providing ongoing program and policy guidance for participating districts, assisting with onboarding of new district VCAP staff, ongoing improvements to program procedures and reporting, serving as a liaison to the VCAP Steering Committee and Technical Advisory Committee, and providing ongoing guidance of program growth, management, and promotion. A four (4) year degree in a relevant field of study such as environmental science, natural resources, etc. is required. Prior relevant experience that includes program management, personnel management, grant management, marketing/outreach, writing, public speaking, developing presentations or outreach materials, and working independently and as part of a team preferred.

**Required Knowledge, Skills and Abilities**

* Knowledge of Stormwater BMPs and other relevant soil and water conservation issues.
* Considerable experience in grant writing, management, and reporting.
* Knowledge of federal conservation agencies, Virginia’s conservation agencies, and understanding of conservation partnerships and local watershed programs.
* 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.
* Excellent writing skills for reporting on projects and other outreach opportunities.
* Understanding of marketing principles and the use of online and traditional mediums for effective promotion.
* Excellent interpersonal and collaboration skills inherent in building coalitions including establishing and maintaining effective working relationships with a diverse audience of stakeholders in the SWCD agencies, partner agencies, funding sources’ representatives, etc.
* Program management or event management skills sufficient for planning, coordinating and hosting special events and VASWCD sponsored activities.
* Computer skills, including the ability to use common business software, including Word, PowerPoint, Excel and Internet navigation, and ability to learn/use new programs and systems.
* Ability to multi-task with excellent customer service skills, time management skills, sound critical thinking and problem-solving skills.
* Physical ability to perform assigned tasks involving loading, lifting and carrying moderate weight (25 lbs).
* Strong organizational skills with critical attention to detail.

**Minimum Requirements**

* Education: Four (4) year degree in a relevant field of study such as environmental science, natural resources, etc.
* Experience: Prior relevant experience that includes program management, personnel management, grant management, marketing or outreach, writing, public speaking, developing presentations or outreach materials, and working independently and as part of a team preferred,
  + Demonstration of a working knowledge of stormwater dynamics, Best Management Practices (BMPs), and overall Soil and Water Conservation District (SWCD) efforts preferred.
  + Or, any equivalent combination of education and experience that provides the necessary job knowledge, skills and abilities.
* Must have a valid Virginia driver’s license and must be willing to provide his or her own transportation (mileage will be reimbursed at the current mileage rate).
* Must be able to work a flexible work schedule to attend meetings, programs, events and other activities as required that may be outside of normal working hours.
* Includes regular independent travel, some overnight, and the ability to work remotely on occasion.

**This position - based out of the VASWCD office in Mechanicsville, VA - is a grant funded position. Starting salary range is $48,000-$60,000 and is negotiable based on relevant combination of education and experience. Benefits include, but are not limited to full healthcare coverage, an annual 10% contribution to a SEP retirement account, sick and vacation leave, board approved tuition assistance, reimbursed travel mileage. Hybrid work options available/telework possible.**

**To apply for this opportunity, applicants must submit a (1) cover letter indicating relevant education and experience, (2) resume, as well as a completed (3) VASWCD application (**[**available here**](https://vaswcd.org/wp-content/uploads/2021/11/VASWCD-Application.pdf)**). A resume in lieu of a completed application will not be accepted. Applications should be submitted electronically to** [**kendall.tyree@vaswcd.org**](mailto:kendall.tyree@vaswcd.org)**.  The position will remain open until filled, with review of applications beginning immediately.**

The application required and other details are available at [www.vaswcd.org/employment](http://www.vaswcd.org/employment). Questions should be directed to the VASWCD Executive Director, Dr. Kendall Tyree. The VASWCD is an equal opportunity employer.