



**Virginia Association of Soil and Water Conservation Districts**  
7308 Hanover Green Drive, Suite 100, Mechanicsville, VA 23111-1793  
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## **Job Announcement:**

### **Virginia Conservation Assistance Program (VCAP) Assistant Coordinator Position Open Until March 15, 2023 – 5PM**

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The Virginia Association of Soil & Water Conservation Districts (VASWCD) is currently accepting applications for its full-time Virginia Conservation Assistance Program (VCAP) Assistant Coordinator position. Primary job responsibilities include receiving and reviewing project applications on a monthly basis, acting as liaison with district field staff, providing ongoing program and policy guidance for participating districts, assisting with onboarding of new district VCAP staff, managing project and grant files, leading ongoing improvements to program procedures and documentation, assisting with training programs and outreach events, presenting applications and project status updates to the VCAP Steering Committee, and providing ongoing assistance to the VASWCD Executive Director and VCAP Coordinator with program growth, management and promotion.

The successful candidate must have excellent communication, collaboration and interpersonal skills and be able to establish and maintain positive and productive working relationships with district staff and board members, VASWCD stakeholders, various partners, and funding source contacts. A successful candidate must also have excellent customer service skills, demonstrated ability to multi-task and prioritize effectively, ability to work cohesively and productively in a collaborative team-based office environment and to work independently under general supervision. This position requires the physical ability to perform assigned tasks involving loading, lifting and carrying moderate weight (25 lbs.).

The successful applicant should have a four-year degree in a relevant field such as environmental science or natural resources. The successful applicant must have relevant experience performing comparable duties or must demonstrate an equivalent combination of education, experience and training that provides the necessary knowledge and skills. The successful candidate must have a valid Virginia driver's license and safe driving record. This position does require regular independent travel primarily with occasional travel statewide and overnight.

This position - based out of the VASWCD office in Mechanicsville, VA, - is being offered as a two-year term position, with extension of duties based on the availability of funding to continue the position. Salary range is \$40,000-\$45,000 and may be 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, paid time off, board approved tuition assistance, paid travel and reimbursed travel mileage.

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](#)). 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 deadline for the submission of applications is March 15 at 5:00 p.m.

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 VSWCD is an equal opportunity employer.