



## Programs Assistant

Gunpowder Valley Conservancy (GVC), a non-profit land trust and conservation organization located in Baltimore County, Maryland, is seeking an enthusiastic person to join our organization as a part-time Programs Assistant for our Education and Restoration work. This is a grant-funded position with funding through at least the end of 2023 with a strong potential for future funding. The Programs Assistant will assist with several of our programs including reforestation, rain barrels, conservation garden installations, and outreach which occur throughout the Gunpowder watershed. This is an ideal opportunity for a person seeking experience with a nonprofit organization that focuses on habitat restoration, land preservation, and environmental education.

### **Position term, schedule, and pay rate:**

- Part-time, non-exempt employee with a workload of 20-25 hours/week through December 30, 2023 with the possibility of continuation longer-term (pending additional grant funding).
- Flexible hours. Must be available Saturdays and a few days during the typical work week for meetings including some evenings for volunteer meetings.
- \$17/hour plus reimbursement of roundtrip travel mileage from home to worksite (\$0.585 cents/mile).

### **Job responsibilities:**

#### *Reforestation Program*

- Attend and help lead twice-yearly meetings at the beginning of spring and fall to orient and coordinate volunteer leaders for the season.
- Assist with prepping for tree planting seasons by clearing space for tree and stake delivery and checking tool inventory.
- Assist with planting prep days, including coordinating volunteers, helping load trees and tools at the GVC shed, traveling to planting site, assisting with flagging and sorting trees, clearing invasives from tree flags, and clearing walking paths for volunteers.
- Learn to identify invasive plants and physical removal techniques.
- Co-lead tree planting and tree maintenance events; perform maintenance throughout the year when seasonably appropriate.
- Help gather tree maintenance data in the field for quarterly reporting and submit it to Program Director.
- Attend assessments of potential planting sites to learn how to perform assessments so that in time they will be able to split assessments with Associate Program Manager.
- Assist with creating registration pages on GVC website for tree maintenance and tree planting events.
- Assist with recruiting reforestation volunteers and entering volunteer data for proper tracking.

#### *Rain Barrel Program*

- Post rain barrel workshops online, monitor registrations, and track rain barrel orders
- Assist with assembling rain barrels in preparation for order fulfillment and workshops

- Manage check-in and order fulfillment, as well as administer post-workshop surveys at rain barrel workshops.
- Assist or lead presentations at rain barrel workshops.
- Enter post-workshop survey and volunteer tracking data in SharePoint.

#### *General Program Support*

- Help recruit, coordinate, and manage volunteers.
- Periodically attend outreach events to advertise programs and recruit volunteers.
- Other relevant duties as assigned.
- Record field observations, volunteer participation data, etc., and enter data into Excel and/or other databases.
- Provide data needed for quarterly grant reports, as requested.

#### **Minimum Requirement:**

- Age 18+
- Must provide own reliable transportation to and from locations throughout the Gunpowder Watershed (Baltimore, Harford, and Carroll Counties)
- Must have a computer with reliable internet access

#### **Knowledge, Skills, and Abilities:**

- Interest in environmental work
- Highly organized and able to manage multiple tasks simultaneously
- The ability to lift and carry 40 pounds and to move safely over uneven terrain
- Willing and able to work outdoors in all kinds of weather, in fields or forests with thick vegetation
- Excellent communication skills specifically for working with partner agencies and volunteer recruitment
- Familiarity with Microsoft Office tools
- Willingness to learn GIS or familiarity (preferred but not required)
- Experience working with volunteers
- Able to work independently with confidence after training
- Ideal candidates will have at least an associate degree or equivalent amount of college level courses completed in environmental science, sustainable horticulture, forestry, or related area, (e.g., environmental studies, environmental education, biological sciences, ecology) OR 2 years of experience working in landscaping, horticulture, field-based conservation work, or a related field.

**How to Apply:** Please email your resume and a brief cover letter to Program Director Darcy Herman ([dherman@gunpowdervc.org](mailto:dherman@gunpowdervc.org)) with the subject line "Programs Assistant Application". Review of applications will begin immediately. For priority consideration please apply by June 10, 2023.