

BEDFORD COUNTY CONSERVATION DISTRICT PROGRAM ASSISTANT

Primary responsibilities include coordinating environmental education activities for youth and adults and assisting with the implementation of soil and water conservation related programs in Bedford County. Related duties include grant writing, fiscal support and clerical assistance. Meeting attendance, both local and overnight is expected. A valid driver's license and physical ability to traverse difficult terrain is required. Use of personal vehicle is expected when necessary.

The Program Assistant will work under the direction and supervision of the Conservation District Manager and the Conservation District Board of Directors.

A Bachelor of Science Degree in Resource Management, Environmental Science, Agricultural Science or related field or equivalent combination of experience, education and training is preferred.

STARTING ANNUAL SALARY: \$24,000 – \$31,000 Benefits package available.

APPLICATION DEADLINE: September 15, 2017

Direct inquiries, request full job description and submit resume with references to the:

Bedford County Conservation District

702 W Pitt Street

Bedford PA 15522

bccd@bedfordcountyconservation.com

814-623-7900 ext 4