WHO WE ARE

The Georgia Association of Conservation Districts (GACD) is a grassroots non-profit organization whose mission is to advocate for the conservation of Georgia’s natural resources by providing organization, leadership and a unified strategic direction to the 40 Soil and Water Conservation Districts of the State.

POSITION SUMMARY

GACD, in coordination with local conservation districts and USDA Natural Resources Conservation Service (NRCS) personnel, is seeking District Program Assistants (DPA) throughout the State of Georgia. Each District in the State will be assigned a DPA, an independent contractor who will be based daily at a designated local NRCS Office and contracted by GACD. The DPA will perform all duties and responsibilities as required by GACD and NRCS set forth in the subsequent contract. These duties will be completed on-site at the NRCS office designated.

POSITION SCOPE AND DELIVERABLES

The DPA will serve as the face of the District in the community through networking and other methods, and serve as liaison with local school systems to develop and execute stewardship programs, scholarship programs and other local District initiatives involving local students.

The DPA will also have the following responsibilities:

Specific to the support of the local Conservation District:

- General District administration (manage arrangements for regular District Meetings and special functions, including posting of meetings for compliance with all laws and internal and external communication related to District activities)
- Establish and maintain relationships with partners, individuals and organizations within the District to promote the efforts and visibility of the local District
- Serve as liaison with all appropriate local government(s) departments, agricultural associations, and conservation groups
- Plan and coordinate all District activities associated with the Actively work with local programs to ensure District involvement and support of conservation education (including but not limited to FFA Chapters in the District, 4-H, Envirothon, local
schools, Natural Resources Conservation Workshop, annual NACD Conservation Stewardship program(s)

- Assist the District with hosting Field Days and other conservation demonstration programs and workshops as developed and sponsored by District
- Seek financial support for potential and ongoing District programs through appropriate grant funding from all potential sources, both public and private
- Perform other District related duties as directed by the local District Board of Supervisors and/or the Regional Program Manager and GACD Executive Director

**Specific to the support of the local Natural Resources Conservation (NRCS) District Office:**

- Perform all duties and responsibilities as required by the Agreement between GACD and NRCS to be completed on-site at the NRCS office designated
- Support Farm Bill program implementation once trained, including but not limited to design and layout of conservation practices, activities associated with conservation programs, contract development and management, contract planning, application processing, eligibility determination, and other written correspondences as needed
- Provide customer service and technical assistance to farmers and landowners
- Perform other NRCS related duties as directed by the local District Conservationist

**PAYMENT**

GACD shall pay Contractor a flat fee as total compensation for the services described above. Payment shall be made on a bi-weekly basis.

**DESIRED QUALIFICATIONS**

The following qualifications are desirable for any candidate interested in becoming a District Program Assistant for GACD:

- Management and organizational skills
- Capacity to work with variety of groups and agencies
- Comfort working in different environments (i.e. field visits with farmers, educational days with students, etc.)
- The DPA should be a self-starter, capable of independent function, and with strong administrative skills and experience.

**HOW TO APPLY**

For anyone interested in applying for this position, please fill out the application form available at [www.gacd.us/gcdi](http://www.gacd.us/gcdi) and email this form along with a resume and cover letter to info@gacd.us. Please direct any questions to info@gacd.us. Applications will be accepted until the position is filled.

*GACD is an equal opportunity employer.*