



**POCONO NORTHEAST CONSERVATION & DEVELOPMENT COUNCIL (PNERCD)  
PROGRAM ASSISTANT**

**For US Department of Agriculture Natural Resources Conservation Service**

**Description of Work:** PNERCD, a regional non-profit organization seeks to fill a grant funded Program Assistant position, which aids in assistance to the landowners and land users of Fayette, Green, and Washington Counties as a representative of the Natural Resources Conservation Service (NRCS) West Field Team 6. This position will serve as an administrative assistant performing clerical duties for the Field Team. These activities will include program eligibility, contract management, filing and utilizing the online Geographic Information System (GIS) to enter and maintain conservation plans, input and retrieve data for progress reports, coordinate supply and equipment ordering/inventory and other duties as assigned.

**Duty Location:**

USDA-NRCS Office, 1359 Connellsville Road – Suite 10, Lemont Furnace PA 15456

**Work Schedule:** 40 hours per week. Time in any given work week may be divided between the Fayette, Green, and Washington Field Offices based on workload and at the discretion of the Supervisor. The position is funded by an agreement between the Pocono Northeast RC&D Council and USDA-NRCS. This is a grant funded position with current funding into September 29, 2024 and future funding is expected.

**Requirements:** Background investigation will be required and a valid Driver's License. Applicant will be expected to independently drive between the Fayette, Green, and Washington Field Offices, trainings or other job-related activities, mileage will be reimbursed.

**Qualifications:** 1-year specialized experience or Bachelor's Degree. Good oral and written communications skills and computer proficiency in Microsoft Office Suite are also required. The candidate should have the ability to work in a team setting within a small office environment and the ability to work in outdoor environments.

**Specialized Experience:** Experience that has equipped the applicant with the specific knowledge, skills, and abilities to perform successfully the duties of this position. Examples of qualifying specialized experience include:

Gathering and analyzing data for the development of plans and contracts; collecting and filing program eligibility information for program applicants; accounting; Information Technology; project/contract management; quality assurance; providing administrative support to a work unit; use of office automation software such as Microsoft Office and GIS Proficiency.

**Compensation:** \$17.00/hour

**To Apply:** Interested candidates may apply through INDEED.com or directly through our website: [pnercd.org](http://pnercd.org).

POCONO NORTHEAST RESOURCE CONSERVATION & DEVELOPMENT COUNCIL  
IS AN EQUAL OPPORTUNITY EMPLOYER