**Capital Resource Conservation & Development Council, Inc.**

**Natural Resources Specialist**

**Position Announcement**

**Overview:**

The Natural Resources Specialist is a full time employee of the Capital Resource Conservation and Development (Capital RC&D) Area Council, Inc. and reports directly to the Capital RC&D Executive Director. The Natural Resources Specialist is a grant supported position funded through the current fiscal year with anticipation of future grant awards, currently 40 hours per week. The position is responsible for maintaining a high level of conservation knowledge and will work with community groups, agency staff and others to support the Capital RC&D mission and the implementation of the funded projects of the Council. This is a nonexempt position.

**Duties and Responsibilities**:

* Support the timely implementation and management of Capital RC&D projects in collaboration with Capital RC&D staff and appropriate partner organizations
* Outreach and education to the public and conservation program participants including field visits, farmer outreach and community programs
* Proficiency with ArcGIS software to assist with development of maps for project implementation and reporting
* Identify and collaborate with appropriate project partners and subcontractors
* Provide technical oversight for Capital RC&D programs on an as needed basis
* Support the development of funding for Capital RC&D programs
* Work with Executive Director and Program Administrator to comply with project budgets and requirements.
* Report to appropriate Council committees and Board regarding activities
* Other duties as assigned.

**Requirements/Abilities/Skills:**

The preferred candidate shall have bachelor’s degree in a field related to agriculture and/or natural resource management, but a candidate with similar work experience shall be considered. Applicants must demonstrate knowledge and work experience with agricultural and natural resource best management practices. Experience with invasive plant identification and management a plus. Good oral and written communications skills and computer proficiency in Microsoft Office Suite are required. This staff member should have the ability to work in a team setting within a small office environment. A valid driver’s license is also required.

Interested candidates should submit a resume to Capital RC&D by February 12, 2015

Capital RC&D Area Council

Attention: Susan Richards

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Carlisle, PA 17013

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