

**Northern Virginia Soil and Water Conservation District**  
**Urban Conservation Specialist II – Conservation Assistance Program Coordinator**

The Northern Virginia Soil and Water Conservation District (NVSWCD) seeks an enthusiastic and organized team player to fill our vacant Urban Conservation Specialist II position to administer Conservation Assistance Programs and provide technical assistance to property owners for the implementation of green stormwater infrastructure and energy efficiency practices.

**Overview:**

Provides professional expertise for the organization in the areas of data management, public outreach for stormwater and natural resource management topics, and development of related strategic plan elements. Administers the Conservation Assistance Program, providing technical and financial assistance to Fairfax County residents in the implementation of residential-scale low impact development stormwater projects OR administers the Citizen Technical Assistance Program and supports the Home Turf Lawn Education Program, providing technical assistance and recommendations to Fairfax County residents on opportunities to resolve drainage and erosion concerns and turf management on their property. Provides support to both programs. Performs related work as required. Duties are performed under the supervision of the Executive Director and in coordination with other staff and partners.

**Duties and Responsibilities:**

- Plans, develops, and executes the Conservation Assistance Program annual plan.
- Maintains CAP/VCAP project files and process financial records with Office Manager for bi-annual audit.
- Performs field investigations and verifications.
- Responds to requests for assistance from the residential and community groups on issues related to erosion, drainage, soil fertility, and other natural resource and land management problems, compiling and sending appropriate technical information. Maintains records of responses in the Citizen Technical Assistance database.
- Provides technical support on resource stewardship issues to include researching, writing and producing educational material, articles for publication, signage, exhibit components, training modules and presentations, updates to reference material, and preparation of standard operating procedures for NVSWCD policies and plans.
- Participates on county, state, and VASWCD committees and studies.
- Serves as an active participant in NVSWCD staff, board, and committee meetings; keeps informed about District programs and participates in shared activities; contributes information and ideas.
- Supports the Home Turf Lawn Education program, in close partnership with the Virginia Cooperative Extension – Fairfax Unit and Master Gardener volunteers. Specifically:
  - Communicates with volunteers to ensure timely service for enrolled clients.
  - Performs field assessment to collect data and soil sample to revise/renew Nutrient Management Plans (NMPs).
  - Assists volunteers in the preparation of maps and materials for new NMPs.
  - Conduct lawn education seminars annually and assist in other annual trainings for Master Gardener volunteers.
  - Develops training and promotional materials to support recruitment and trainings.
  - Track data to provide quarterly data on the number of plans developed, locations, and acreage for inclusion in relevant reports.
- Coordinates and implements annual native seedling sale.
- Maintains Nutrient Management Planning and Chesapeake Bay Landscape Professional certifications.
- Performs other duties, as assigned.

**Knowledge, Skills and Abilities:**

- Knowledge of theories, principles, concepts and methodologies of soil and water conservation
- Skill in referencing and interpreting resources such as maps, statistical information, land use plans, and soils information.
- Skill in effective oral and written communication.
- Familiarity with green stormwater infrastructure, stormwater best management practices, low impact development principles, and environmental planning concepts.
- Ability to work independently and as an effective team member.
- Ability to coordinate programs among other agencies and localities.
- Ability to work accurately.
- Ability to respond in a timely manner to requests.

**Education and Experience**

- Degree from a four-year accredited college or university in landscape architecture, water resource engineering, hydrology, soils, agronomy, natural resources, environmental science or related area; Masters preferred.
- Excellent customer service skills.
- A conservation ethos and/or an understanding and appreciation of environmental and conservation matters.

**Conditions for Employment:**

- Must pass a criminal background check and a driver's license check to the satisfaction of the employer.

**The Physical Conditions and Nature of Work Contacts**

- Work is typically performed in an office setting with extended periods of time at computer terminal and spend extended periods of time standing, walking, and ability to traverse rough and uneven terrain, including stream valleys. Must be able to work in varying weather conditions.
- Occasionally requires working hours beyond set hours and days in order to meet specific deadlines, or for the participation in shared programs, such as NVSWCD's Annual Native Seedling Sale.
- Periodic overnight travel to other parts of Virginia in support of program may be necessary.
- Use of a personal vehicle may be necessary.
- Frequent telephone and personal contact with employees and the general public is required.
- Must be able to perform medium lifting of up to 50 pounds.

**Office Location**

12055 Government Center Parkway, Suite 905, Fairfax, VA 22035. Telework options also available.

**How to Apply**

Interested applicants should email their resume, cover letter, and three references to Laura Grape, Executive Director with NVSWCD at [laura.grape@fairfaxcounty.gov](mailto:laura.grape@fairfaxcounty.gov) by 5:00 PM, Sunday, August 9, 2020.

**About NVSWCD**

The Northern Virginia Soil and Water Conservation District is a political subdivision of the Commonwealth of Virginia. Its boundaries are the same as those of Fairfax County, home to nearly one million people. Founded in 1945 by citizens concerned about conserving natural resources, NVSWCD is now one of 47 conservation districts in Virginia and approximately 3,000 nationwide. The agency is governed by a five-member Board of Directors who employ seven staff to carry out the organization's technical and educational programs.

The agency's goal is to promote clean streams and protected natural resources. We achieve this through effective leadership, technical assistance and outreach programs in collaboration with government, industry, and the public.

NVSWCD is not a regulatory agency. Instead, the agency provides conservation information, technical services, educational programs and volunteer opportunities to residents on many aspects of water quality, nonpoint source pollution and stream health. We also connect residents with environmental initiatives and opportunities through our Watershed Calendar and other online list serves and our seasonal newsletter, Conservation Currents.

**The Northern Virginia Soil and Water Conservation District is an equal opportunity/affirmative action employer. Its programs, activities and employment opportunities are available to all people regardless of race, color, religion, sex, age, national origin, or political affiliation.**

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[www.fairfaxcounty.gov/soil-water-conservation](http://www.fairfaxcounty.gov/soil-water-conservation)**