

## CONSERVATION TECHNICAL ASSISTANCE INITIATIVE

### PROGRAM ASSISTANT

### POSITION ANNOUNCEMENT

The Michigan Environmental Assurance Program Conservation Technical Assistance Initiative (CTAI) is seeking interested applicants to serve as a CTAI Program Assistant in the Conservation District of Leelanau County, Michigan. The position will be located in Traverse City, Michigan. The individual will be employed by the Leelanau Conservation District and the workstation will be located with the local office of the United States Department of Agriculture, Natural Resources Conservation Service (NRCS). This is an administrative and technical support position generally under the supervision of the NRCS District Conservationist.

The CTAI Program Assistant position will be office based focusing on processing and maintenance of records related to NRCS conservation programs and the day to day business and office processes of the NRCS. Specifically, tracking Farm Bill contracts and technical service provider projects, including reviewing and assembling documentation and certification required for contracts and payments. The position will also process applications and certifications of eligibility, review payment requests and verify payment documents to ensure complete information is provided. This also includes analyzing problems with the applications and taking corrective actions.

Candidates must possess skills on operating computers, software, hardware and printing equipment in order to extract electronic files from the internet and other electronic sources and to format information for electronic distribution. Candidates should also have knowledge of administrative procedures and processes in order to follow filing and tracking procedures, as well as applicable automated systems including Microsoft Excel and Microsoft Power Point.

Starting pay rate will be \$18.00/hour. Benefits include annual leave and sick leave. The position is a grant funded position with the opportunity for yearly renewal on October 1<sup>st</sup>. A valid Michigan driver's license is required. Interested applicants must submit a **resume, supplemental questions form, and a cover letter** indicating relevant experience no later than February 21, 2020. Applications should be submitted electronically to [klong@co.leelanau.mi.us](mailto:klong@co.leelanau.mi.us). Please call 231-256-9783 with any questions.