



Southern Maryland RC&D Board, Inc.
26737 Radio Station Way, Suite D
Leonardtown, Maryland 20650

JOB OPENING

ACCEPTING RESUMES UNTIL POSITION IS FILLED
APPLICATION REVIEW WILL BEGIN – OCTOBER 15, 2024

POSITION TITLE: PROGRAM ASSISTANT - LAND CONSERVATION PROGRAM (GS5-1)
SALARY: HOURLY RATE OF \$21.63
POSITION TYPE: PART TIME EMPLOYMENT
OFFICE LOCATION: LEONARDTOWN, MARYLAND
COVERAGE REGION: SOUTHERN MARYLAND
START DATE: IMMEDIATELY

I. POSITION SUMMARY

The Program Assistant plays an integral role in Southern Maryland Resource Conservation and Development's (RC&D) Land Conservation Program (LCP). The goal of this program is to work with willing landowners and partners, using a variety of conservation tools, to permanently protect rivers and streams, natural and scenic areas, farmland, and wildlife habitat. This is a part-time position that reports to the RC&D LCP Program Director (Director).

The Program Assistant will assist the Director in achieving the goals, related strategies, and initiatives associated with the land preservation program. A significant portion of the work of the Program Assistant will be based in Leonardtown, MD, but may also include travel around the five-county southern Maryland region.

II. KEY RESPONSIBILITIES

Conservation Easement Stewardship

- Ensure that all conservation easements are upheld by accomplishing the following tasks:
 - Monitoring inventory of conservation easements annually;
 - Maintaining professional and complete monitoring files (both hard copy and digital) in compliance with Land Trust Alliance (LTA) Standards and Practices and RC&D policies, documenting all activities on a protected property and all relevant correspondence with the landowner, co-holders, and partners;
 - Preparing monitoring reports and submitting to partners as required;
 - Preventing violations by implementing landowner education strategies and building relationships with assigned landowners; and
 - Assisting with enforcement activities as necessary.
 - Complete stewardship reports for the Manager, RC&D Executive Director, RC&D Board of Directors, and external stakeholders / partners as required.

Promote and Expand Land Conservation

- Maintain conservation easement files for each property (hard copy and digital).

- Assist with preparation of DNR’s Rural Legacy Program application and other grant applications.
- Assist with preparation of conservation easement packages to be submitted to partners for approval.
- Complete property reports for the Manager, RC&D Executive Director, RC&D Board of Directors, and external stakeholders / partners as required.

Outreach/ Education

- Assist in program-wide outreach initiatives to educate landowners and their professional advisors about land preservation, which may include the following tasks:
 - Developing brochures and other materials;
 - Creating social media posts and material for website;
 - Taking photos and creating videos.
 - Look for opportunities to perform environmental restoration or other enhancements on conservation easement properties;
 - Strive to build a volunteer corps to assist with monitoring and environmental restoration projects;
 - Promote climate change, coastline resiliency, and environmental sustainability education among internal and external stakeholders.
- **Other Responsibilities**
 - Perform additional work assigned by the Manager.

III. ESSENTIAL EDUCATION, SKILLS, ABILITIES

- **Citizenship**
 - Applicant must be a U.S. citizen.
- **Education**
 - Bachelor’s degree in biology, environmental science, or related field preferred.
- **Preferred Experience**
 - Familiarity with land trust standards and practices; experience with nonprofits; and real estate work or real property legal knowledge.
- **Technical Skills**
 - General office and computer skills are required. Working knowledge of ArcGIS, databases, Canva, social media, and website design preferred.
- **People Skills**
 - A strong track record of collaboration and partnership with varying stakeholders; experience working effectively with landowners, board members, donors, volunteers, or conservation organizations; ability to interact with individuals from different backgrounds, ages, and socio-economic levels in a manner that positively reflects the values of RC&D.
- **Communication**
 - Strong speaking, writing, and listening skills; ability to effectively communicate the importance of RC&D’s work.
- **Self-motivated**
 - Comfortable working independently on multiple projects simultaneously, strong organizational and time management skills, a commitment to accuracy and integrity in all aspects of the job.
- **Mobility**
 - Independent travel around the southern Maryland region (Anne Arundel, Calvert, Charles, and St. Mary’s counties) is common. Working outdoors, walking long distances, and navigating difficult terrain and environmental conditions will be required.
 - Must have a valid driver’s license and reliable transportation.

TO APPLY FOR THIS POSITION:

Please email Resume, Cover Letter and 3 professional references to: somdrcd@somdrcd.org