

Utah Association of Conservation Districts
Job Announcement
Program Support Specialist

The Utah Association of Conservation Districts (UACD) has openings for the position of Program Support Specialist. This position is located in the Monticello, Utah USDA/NRCS Field Office;32 South 100 East, Monticello, UT 84535.

Some travel between area offices may be required.

The successful applicant will provide program assistance to the NRCS District Conservationist and other staff to ensure that Utah Farm Bill participants receive timely processing of applications and contracts. Provide effective record keeping, customer communication, contract management activities, assist with processing NRCS funding requests, and other duties as needed.

The position will require a High School diploma and office experience, which includes basic computer knowledge.

This is a full-time entry-level position; hours 8:00am to 4:30pm, Monday – Friday, with a beginning wage at \$19.27 per hour. The position includes health, dental and a simplified retirement plan.

Please email cover letter and resume to desiree.vandyke@uacd.org by Friday, November 15, 2024.

The resumes' received will be evaluated, and the top qualified individuals will be invited to interview for the position. Interviews will be held by Zoom or at the NRCS Field Office. This position will remain open until filled.

Employee must pass a federal background check