



National Association of Conservation Districts

Position Vacancy Announcement

Western Issues & Forestry Specialist, Member Service Representative

Job Purpose:

This position is responsible for providing assistance to the National Association of Conservation District's member conservation districts and NACD Board of Directors to advance conservation, resource development and implement the Association's policies related to federal lands, forestry, grazing, endangered species and others. This is a service-oriented position with focus on creating and maintaining relationships and increasing the effectiveness of NACD in supporting conservation districts and their state associations.

Duties:

- Manage Association actions on policy issues affecting western states and the pacific basin in coordination with the Senior Director of Public Policy.
- Communicate NACD position on western issues to congressional offices, administration officials, coalitions and partners. Represent the Association in meetings and conferences in Washington, D.C. and across the country.
- Manages issues such as: endangered species, invasive species, public lands management, private forestry, drought, water quantity and irrigation, rangelands and grazing lands, fire management, NEPA planning and other issues that impact western states and the Pacific Basin.
- Draft policy position statements and communications for Capitol Hill. Provide web content and contribute to NACD publications.
- Develop and maintain a liaison and working relationship with districts, state associations of districts and the state soil and water conservation agencies and federal agencies.
- Communicate with western state NACD board members and state staff on agency and congressional activities.
- Assist state associations to provide leadership in increasing the effectiveness and overall capacity of conservation districts and state associations working in coordination with the Senior Director of Member Services. Actively seek ways to strengthen the state and district programs.
- Furnish the Region Chair and NACD Directors with necessary assistance to aid them in effectively discharging their duties and responsibilities.
- Provide support and coordination for national and regional board meetings.

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- Provide staff assistance to NACD committees as assigned, and keep informed about current issues, programs and policies within the committee charter.
- Provide assistance in planning and conducting the NACD Annual Meeting, Legislative Conference and other meetings as assigned.
- Assume responsibilities as assigned for committees, teams and task forces.

Skills/Qualifications:

- Bachelor's Degree in Natural Resources, Association Management, Organizational Development and/or Leadership Development; or equivalent work experience;
- Capitol Hill and/or federal agency experience working on forestry, public lands and related policy;
- Positive member service attitude;
- Knowledge of conservation districts, NACD, their work and their customers;
- Ability to write newsletter articles and complex policy documents and assess policy initiatives for association leaders and membership; and
- Willingness to work as part of a team and be responsive to membership in western time zones.
- Frequent travel required.
- Position located at NACD's headquarters office in Washington, D.C.

Application Process

Interested applicants should send resume and cover letter to westjob@email.nacdnet.org by December 15, 2009.