



**TITLE:** Project Assistant, AmeriCorps Member  
**REPORTS TO:** ICCD Manager & Evergreen Conservancy President  
**SERVICE DATE:** August 2022 – AUGUST 2023

**\*\*\*NOTE THAT THIS IS A PMSC AMERICORPS POSITION - PLEASE VISIT [WWW.PMSC.ORG](http://WWW.PMSC.ORG) FOR MORE INFORMATION ON THE AMERICORPS PROGRAM INCLUDING LIVING STIPEND AND OTHER BENEFITS OF THE PROGRAM\*\*\***

### **POSITION SUMMARY**

This position will serve half of their time with the Indiana County Conservation District (ICCD) and the other half of their time with the Evergreen Conservancy (EC). The mission of the organizations are as follows:

*ICCD: Through education, technical assistance, projects and partnerships, the Indiana County Conservation District will serve as a model in protecting and conserving natural resources to improve the quality of life and local economy for current and future generations.*

*EC: To advance the preservation, protection and stewardship of Natural, Cultural, and Historical Resources in and around Indiana County.*

The Project Assistant will serve both organizations by completing water quality monitoring, environmental education, grant writing for specific water quality projects, and completing various projects associated with awarded grants. Water is the number one concern for Indiana County and this position will help both organizations implement projects that improve water quality in the county.

### **POSITION GOAL**

The Project Assistant will be specifically responsible for completing monitoring, management and maintenance of all EC in-stream Data Loggers; attending monthly meetings for the Indiana County Watershed associations and Trout Unlimited; identify potential AMD and stream-bank stabilization projects and apply for at least 2 grants to fund those projects; work with the Indiana University of Pennsylvania to develop cross-agency project collaboration; complete at least 4 environmental education programs/workshops; manage the plastics recycling program for Evergreen Conservancy; complete website updates for EC; complete water sampling/monitoring throughout Indiana County; inspect/maintain riparian buffer sites; and provide direct support to EC/ICCD with technical needs on construction projects.

### **DUTIES AND RESPONSIBILITIES**

- Facilitate projects aimed at reducing non-point source pollution in watersheds throughout Indiana County.
- Attend monthly watershed association meetings including Blacklick Creek Watershed Association, Crooked Creek Watershed Association, Kiski-Watershed Association, Ken Sink Chapter of Trout Unlimited, Stormwater Education Partnership, AWARE, PASEC, and others to convey project updates.
- Provide direct support to ICCD staff and the Conservancy with technical needs on construction projects.
- Complete longitudinal profile surveys on streams associated with Dirt/Gravel and Low Volume Road Maintenance Projects
  - Complete water sampling, design work, and construction oversight of the Lucerne 3A Passive Treatment System Rehabilitation project



- Provide environmental education programming to youth and adult groups to support stewardship and conservation of land and water resources.
- Complete quarterly (or as needed) water quality monitoring across Indiana County.
- Provide outreach support to local watershed groups, including working with and recruiting volunteers, attending events to represent the organization, newsletter development or writing assistance, working with partners and website improvements.
- Facilitate projects to further develop the Indiana County Eco-Tour, highlighting ecotourism opportunities and areas of environmental significance to the community.
- Attend ICCD, EC, and some conservation partner meetings and trainings to support on-going grass-roots projects.
- Provide water quality sampling on ICCD and EC Treatment Systems including Tanoma, Cessna, Lucerne 3A, and Bear Run.
- Maintain, manage, inspect, and collect/interpret data from EC's in-stream data loggers
- Manage EC's plastics recycling program including promotion, collection of dropped off plastic from various community locations, and delivery to recycling pickup location.
- Provide monthly inspections/maintenance of installed riparian buffers throughout Indiana County including removal of tubes/stakes from trees that have died or outgrown the tubes, re-staking tubes that have fallen, removing any deteriorated weed barriers, and tracking numbers of dead trees at each site for future replacement.
- Maintain/update EC's website.
- Apply for at least 2 grants to fund water quality improvement projects in Indiana County for EC or ICCD.
- Serve as a Liaison with students and faculty of Indiana University of PA for related projects.
- Complete at least 4 environmental education programs/workshops.

This member will serve Monday through Friday, 8AM-4:00 PM with some flexibility for weekend/evening programs.

## EDUCATION REQUIREMENTS

High School Diploma (required); Associate's or Bachelor's Degree in Environmental Sciences, natural resource management, biology, ecology, chemistry, geology, engineering, agronomy, agriculture, geography and regional planning, or related field of study (preferred).

## EXPERIENCE REQUIREMENTS

Experience working in conservation/related field a plus

## PHYSICAL REQUIREMENTS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In accordance with the Americans with Disabilities Act, reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this job, and encourages both prospective employees and current employees to discuss potential accommodations with the District. The Indiana County Conservation District is an Equal Opportunity Employer.

- Must be able to sit for long periods throughout the workday, with occasional periods of standing, walking, bending, twisting, balancing, crouching, kneeling, and reaching necessary to carry out the duties of the job.
- Dexterity requirements range from simple to coordinated movements of fingers/hands/arms, feet/legs, and torso necessary to carry out the duties of the job.
- Occasional lifting/carrying of objects with a maximum weight of fifty pounds.
  - Must be able to cope with the physical and mental stress of the position.
  - Must be able to move frequently throughout the workday.
  - Must be able to pay close attention to details and concentrate on work.



- Must possess the ability to record, convey, and present information, explain procedures, and follow instructions.

## HOW TO APPLY

Submit Cover Letter, Resume, and Three Professional References to:

Indiana County Conservation District  
435 Hamill Road  
Indiana PA 15701

Or to: [d.beri@iccdpa.org](mailto:d.beri@iccdpa.org)

Applications must be received by 5:00 pm on Friday July 15, 2022.

**\*Note that applications not containing a cover letter, resume, and three references will be discarded because it shows an inability to follow instructions.**

