



CAPITAL RESOURCE CONSERVATION AND DEVELOPMENT (CAPITAL RC&D)
PROGRAM SUPPORT ASSISTANT
For US Department of Agriculture- Natural Resources Conservation Service

Purpose of Position: Capital RC&D, a regional non-profit organization, seeks to fill a grant funded Program Support Assistant position. This is an administrative and technical support position generally under the supervision of the Assistant State Conservationist for Management & Strategy. The position is responsible for processing and maintenance of records related to NRCS programs and the day-to-day business and offices processes of the assigned NRCS organizational entity.

Duty Location:

USDA-NRCS, 359 East Park Drive, Suite 2, Harrisburg, PA 17111

Work Schedule: 5 days, 40 hours per week. The position is funded by an agreement between Capital RC&D Council and USDA-NRCS. This is a grant funded position with current funding into 2027.

Compensation: \$24/hour; Paid Time Off, Holidays, In Lieu of Benefits payment

Major Duties and Responsibilities: Tracks the status of assigned programs through reports and communications with staff, reviews request and verifies documents to ensure complete information is provided and all data is added to the files or is properly matched for approval by the supervisor. Examines files to ensure information on each document is complete and corrects obvious errors as needed. Enters data into agency-specific software programs and prepares reports.

Specific program assignments are received from the supervisor or members of the assigned team. Analyzes potential problems with directed course of action and takes remedial actions. Recommends changes in procedure when necessary to prevent recurrence of similar problems that may delay obtaining desired outcomes of the program issue being evaluated.

Drafts and finalizes internal NRCS communications related to the assigned program and drafts documents related to status, implementation, modifications, and potential changes in program outcomes. Maintains relevant documentation and ensures supervisor and involved parties are kept current on program developments.

Assists staff with planning workload by developing draft documents and entering data into agency software tools. Provides information to coworkers and other requesting staff, including, previously compiled reports, and other important data to the assignment. Works to ensure necessary information is available in a timely manner by responding to questions involving established policy or routine matters.

Drafts and/or edits explanatory or instructional bulletins and procedures, correspondence, news releases and announcements being prepared in the office based upon knowledge of NRCS activities and policies. Responsible for clarity, grammar, and procedural correctness of all submitted documents.

Implements targeted outreach and marketing efforts through mass mailings; works with NRCS Public Affairs Specialist to develop needed brochures and other outreach information; and develop visual displays for local meetings, conferences, etc. Assists with outreach events to promote NRCS programs, opportunities, and assistance.

Receives requests for statistical or informative material regarding NRCS programs, advises staff of need for information.

Assists with the presentation of progress reports, completed projects, and future workload needs of the assigned program(s).

Conditions of Employment: Must possess and maintain a valid state motor vehicle operator's license for the type of vehicle(s) operated to perform the duties of the position.

Qualifications: Skill in operating personal computers, related software, hardware, and printing equipment to create and generate reports, to locate and extract electronic files from the Internet and other electronic sources, and to format information for electronic dissemination.

Knowledge of basic administrative processes to follow filing and tracking procedures within the assigned organizational unit.

The incumbent uses initiative and works independently within the framework established by the supervisor or higher-graded specialist in carrying out recurring assignments; follows limited procedures or is controlled by readily applicable instructions that specifically describe how the work is to be done and the kind of adaptations or exceptions that can be made; and refers specific problems not covered by the supervisor's instructions or standard operating procedures to a supervisor or higher-graded specialist for assistance and/or a decision. The supervisor or higher graded specialist reviews work to verify accuracy and conformance to procedures and any special instructions and conformance to guidelines and deadlines. Work products may be spot checked for accuracy. The supervisor closely reviews new or difficult assignments.

The employee uses USDA, FPAC, and NRCS program manuals, contract manuals, federal and agency regulations and directives which provide direction and processes applicable to the work assigned. Work assignments which fall outside the guidelines or are beyond the incumbent's ability are referred to the supervisor for interpretation and guidance regarding how to proceed.

Contacts are with fellow employees within and outside the assigned organizational unit. Frequent contacts are made with employees at the NRCS state and field office locations and with partners and affiliates directly involved in the assigned program(s). Contacts are to plan, coordinate, or provide assistance, solve problems and resolve discrepancies in connection with the agency's business processes and processing assigned program(s) workload. Individuals contacted are generally working towards mutual goals.

The work is sedentary but involves some light to moderate lifting and carrying. The incumbent is required to perform repetitive work involving the use of arms and hands. Use of a computer keyboard is required.

The work is performed in an office setting which provides adequate light, heat and ventilation. Observance of normal office safety precautions is required.

Performs related duties as assigned.

To apply: Interested candidates can submit a resume by **June 27, 2025** to Capital RC&D at the email address below.

Capital RC&D, Carlisle, PA 17013 - info@capitalrcd.org
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