

PROGRAM ASSISTANT – LAND MANAGEMENT/CONSERVATION - Coachella Valley Association of Governments (CVAG) - (Position grade: \$47,744 - \$65,740 annually, plus a generous paid benefits package including PPO/HMO.) Performs a wide variety of duties under the immediate supervision of the Director of Conservation for the Coachella Valley Conservation Commission. Should have good knowledge of land management and maintenance practices including planning projects, organizing records, using office software, and providing information to the public. Strong oral and written communication skills are a must. Duties include field inspections of conservation lands and management tasks to ensure property assets are operational, safe, and presentable. Primarily a field position working with conservation corps, volunteer groups, and maintenance contracts. The Program Assistant also completes administrative tasks and office-oriented work as needed to support the department. Familiarity with basic principles of ecosystem/wildlife management or natural resources desirable, but not required. **REQUIREMENTS:** Equivalent to or completion of high school. Ability to speak Spanish is desirable. **APPLY BY:** Open until filled. First review on September 16, 2022. **CVAG application, resume, supplemental questions, and cover letter required.** Applications and full job description may be obtained at: <https://www.cvag.org/employment.htm> or by calling (760) 346-1127.