



Virginia Association of Soil and Water Conservation Districts (VASWCD)
7308 Hanover Green Drive, Suite 100, Mechanicsville, VA 23111-1793
(804) 559-0324 • Fax (804) 559-0325 • www.vaswcd.org

VASWCD Virginia Conservation Assistance Program (VCAP) Assistant Coordinator Job Description

Primary job responsibilities encompass managing project files and reviewing applications for compliance with the VCAP Manual on a monthly basis, serving as a liaison with district field staff, providing ongoing program and policy guidance to participating districts, developing and conducting training programs and outreach events, assisting in the onboarding of new district VCAP staff, continually improving program procedures and documentation, and supporting the VCAP Coordinator in program growth, management, and promotion. Primary duties include:

Processing of VCAP Project Application Files: *assist districts with application preparation, receive, process and review applications, manage VCAP project lifecycle, support VCAP Steering Committee efforts, and ensure program clarity for all stakeholders.*

- Works directly with participating districts to streamline homeowner inquiry, site visit, application preparation, contractor outreach, and documentation processes to ensure complete and thorough VCAP project applications.
- Receives all VCAP project applications submitted by participating districts.
- Ensures all VCAP project application files are complete, organized, and reviewed for compliance with the VCAP Manual and the Virginia Stormwater Management Handbook, when necessary.
- Manages and oversees all VCAP project application files, to include, approved, tabled, denied, paid, etc. applications and assures proper process of such files throughout the lifespan of the project.
- Coordinates and organizes Agenda, Meeting Minutes, Recordings, and any other critical documentation of VCAP Steering Committee Meetings.
- Continues to review and improve program guidance documents to ensure districts are well-informed of program procedures, policies, and updates.

Direct Work with Participating SWCDs and District Staff: *support districts by providing guidance on VCAP implementation, facilitating collaboration, ensuring compliance, and assisting with outreach and program improvement.*

- Will assist districts by providing ongoing feedback on overall program implementation and outreach, ways to market the program, and opportunities for growth and improvement.
- Acts as a liaison between districts to provide opportunities for collaboration, mentorship, and the sharing of ideas to ensure program success over a wide range of districts.
- Visits districts to attend events, speak about VASWCD efforts and the VCAP program, or provide training guidance as new district staff are hired to implement VCAP.
- Ensures district staff and board members are familiar with and using current funding guidelines, program policy, and guidance documents. Ensures program requirements and expectations are clearly communicated through the development of training materials.
- Assists districts with ongoing project monitoring and site inspection efforts.
- Assists the VCAP Coordinator with continued efforts to determine district needs, challenges, and opportunities unique to each district.



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Ongoing Program Improvements: *support the VCAP Coordinator by assisting with marketing, developing and delivering training programs, and expanding the VASWCD/VCAP intern program.*

- Assists the VCAP Coordinator with continued updates to marketing materials, branding, website, and other processes as needed.
- Provides assistance with ongoing VCAP training programs and efforts to ensure all districts have the tools necessary to implement VCAP, including regional trainings, individual district events, partnerships with other training opportunities, and online training content.
- Assists with project generation and continued growth of VASWCD/VCAP intern program.

Association Duties: *support VASWCD by assisting with Board meetings, managing events, representing the organization at meetings, reporting on program progress, and contributing to sound financial management.*

- Attends scheduled VASWCD Board Meetings and provides a wide variety of support essential to conducting a productive meeting, including performing research, handling special assignments, providing administrative support, etc.
- Assist with the planning, promoting and on-location management of VASWCD and VASWCDEF events.
- Represents VASWCD at a number of other regularly scheduled meetings and assists with VASWCD team efforts as needed both in and out of the office.
- Reports to VCAP Coordinator & VASWCD Executive Director on a regular basis with program updates.
- Stays informed and works with VASWCD staff to ensure proper financial management of VCAP grants.

Performs other duties as assigned.

Required Knowledge, Skills, and Abilities:

- Environmental awareness and understanding of soil and water conservation issues; technical knowledge of stormwater best management practices (BMPs).
- Communicates effectively both orally and in writing with ability to develop informational materials and presentations, with ability to speak to diverse groups and give effective presentations.
- Ability to multi-task with excellent customer service skills, time management skills, and sound critical thinking and problem-solving skills.
- Excellent writing skills for reporting on projects and other outreach opportunities.
- Excellent interpersonal and collaboration skills inherent in establishing and maintaining effective working relationships with a diverse audience of stakeholders including SWCDs, partner agencies, funding sources representatives, etc.
- Understanding of marketing principles and the use of online and traditional mediums for effective promotion.
- Project management or event management skills sufficient for planning, coordinating and hosting special events and VASWCD sponsored activities.
- Computer skills, including the ability to use common business software (Word, PowerPoint, Excel), Canva, and internet navigation, and ability to learn new programs and systems.
- Possesses an exceptional eye for detail, consistently ensuring meticulous accuracy in all work.
- Excellent organizational skills, independently maintaining a highly organized and efficient workflow.
- Physical ability to perform assigned tasks such as lifting, carrying and loading moderate weights up to 25 pounds.



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Minimum Requirements:

- Education: Four (4) year degree in a relevant field of study such as environmental science, natural resources, etc.
- Experience: prior relevant experience that includes project management, marketing or outreach, writing, public speaking, developing presentations or outreach materials, and working independently and as part of a team preferred,
 - Demonstration of a working knowledge of stormwater dynamics, Best Management Practices (BMPs), and overall Soil and Water Conservation District (SWCD) efforts preferred.
 - Or, any equivalent combination of education and experience that provides necessary job knowledge, skills and abilities.
- Must have a valid driver's license and must be willing to provide his or her own transportation (mileage will be reimbursed at the current mileage rate).
- Must be able to work a flexible work schedule to attend meetings, programs, events and other activities as required that may be outside of normal working hours.
- Includes regular independent travel, some overnight, and the ability to work remotely on occasion.