



ANNOUNCEMENT SG-21-0002

THE SOUTHERN GUAM SOIL AND WATER CONSERVATION DISTRICT SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, 100% GRANT FUNDED PART-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Position Title: Project Assistant

Application Deadline: November 10, 2020 5:00 PM CHST

Classification: Temporary, Part-time, 20 hours per week

Hourly Wage: \$12.00 per hour

Location: Southern Guam Soil and Water Conservation District, Mangilao Guam

About the Position & Initiative

The Southern Guam Soil and Water Conservation District (SGWCD) was recently awarded grant funding from the United States Department of Agriculture Natural Resource Conservation Service (USDA NRCS) to develop a five (5) year long-range plan and a targeted conservation delivery proposal focused on Guam's priority resources concerns and feral swine eradication and control.

The SGWCD seeks a Project Assistant who feels passionate about protecting Guam's soil and water resources and promoting conservation stewardship to join our team. The primary responsibility of the Project Assistant will be to provide administrative and technical support to the project team.

The position will begin on November 12, 2020 for one (1) year based on availability of funds with possibility of extension should additional funds become available.

Minimum Qualifications

1. High School Diploma; or GED equivalent
2. One (1) year of experience relevant to the position **OR** technical training, and substantial professional level work experience.
3. Proficient in Microsoft Suite (Word, Excel, Outlook, etc.)

Preferred Qualifications

1. Bachelor's Degree
2. One (1) year of experience relevant to the position **OR** technical training, and substantial professional level work experience.
3. Proficient in Microsoft Suite (Word, Excel, Outlook, etc.)

Minimum Knowledge, Skills, and Abilities

- Exceptional communication and interpersonal skills
- Collaborative working style and team-player attitude
- Highly motivated with a strong work ethic
- Reliable, trustworthy, and committed to the team's success
- Outstanding organizational skills and ability to prioritize tasks

Illustrative Examples of Work

Works collaboratively with the project manager and team to maximize productivity. Collaborates with the whole project team, contributing to the entire project lifecycle. Organizes and monitors schedules and sees that deadlines meet requirements. Coordinates efforts within the team and with outside consultants efficiently. Researches, collects, and organizes technical and/or statistical information and develops data for use in briefings, publications, and reports; Collects and makes arrangements for distribution of program material; Maintains program files; Manages supplies equipment for the team; Other duties as assigned.

Police and Court Clearance:

Pursuant to Public Law No. 28-24 and Executive Order No. 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances

Selected candidate must provide official transcripts prior to hire date.

Work Eligibility:

- All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job-related sources from legal liability for the information provided.
- Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The Southern Guam Soil and Water Conservation District is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position with the SGSWCD, you will be required to present valid documents to comply with this law.

How to Apply: Interested individuals must submit their resume via email to southernnguamswcd@gmail.com. For more information, contact Erica Pangelinan at 671-472-5099. The SGSWCD is an Equal Opportunity Employer.