



ANNOUNCEMENT

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

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.

Minimum Qualifications

1. High School Diploma; or GED equivalent
2. One year of general experience. General experience may include performing highly structured work assignments of limited difficulty combined with training that familiarizes the employee with the organization's functions and operations.
3. Proficient in Microsoft Suite (Word, Excel, Outlook, etc).

Preferred Qualifications

1. Bachelor's Degree
2. Enthusiasm for agriculture, conservation, and the outdoors;
3. Knowledge of general administrative policies, procedures, and processes in higher education

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 see that deadlines meet requirements. Coordinates efforts within the team and with outside consultants efficiently. Researches, plans, analyzes, 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.

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