

**Utah Association of Conservation Districts
Job Announcement
Program Support Specialist – Castle Dale, Utah**

The Utah Association of Conservation Districts (UACD) has one opening for the position of Program Support Specialist in Castle Dale, Utah.

The successful applicant will provide program assistance to the NRCS District Conservationist and other staff to ensure that Utah Farm Bill participants receive timely processing of applications and contracts. Provide effective record keeping, customer communication, contract management activities, assist with processing NRCS funding requests, and other duties as needed.

The position will require a High School diploma and office experience, which includes basic computer knowledge. Some travel between area offices may be required. Employees must pass a federal background check.

This is a full-time entry-level position; hours 8:00am to 4:30pm, Monday – Friday, with a beginning wage is \$19.27. The position includes health, dental and simplified retirement plan.

Please submit a resume and cover letter to UACD. Resumes received will be evaluated, and the top qualified individuals will be invited to interview for the position. Interviews will be held by Zoom or at the local NRCS Service Center. This position will remain open until filled.

To apply email cover letter and resume to desiree.vandyke@uacd.org.