



Program Assistant, Part-time Temporary

Conservation Trust for North Carolina (CTNC) seeks candidates for the position of Program Assistant. Applications will be accepted until May 10, 2019 or until position is filled.

Position Summary: Conservation Trust for North Carolina (CTNC), a statewide conservation organization based in Raleigh, seeks an energetic and well-organized individual to support our three youth and young adult programs that engage young people in conservation, environmental education, and land stewardship. These programs are Conservation Corps North Carolina, CTNC AmeriCorps, and the Diversity in Conservation Internship Program. More information about these programs can be found at www.ctnc.org/connect.

We seek a motivated candidate to support our three programs, including recruiting, planning and organizing events, alumni communications, and administrative support from June 2019 to December 2019. This is a part-time position at 20 hours per week and will end in December. This position will be based at our office in Raleigh, located at 1028 Washington Street, Raleigh, NC.

CTNC's Commitment to Diversity and Inclusion in the Workplace: Conservation Trust for North Carolina values diversity in all its many forms: diversity of demographic identity, experience, and thought. We seek to create an inclusive work culture where all staff and board members are valued for the diversity they bring to the organization.

Conservation Trust for North Carolina is committed to conserving land in ways that inspire and enable people to build resilient, just communities. We commit to using our institutional power and influence to push for systemic change where all people – regardless of race – share in the benefits of land conservation. At the personal level, we call upon all staff and board members to commit to ongoing learning about racial oppression and ongoing efforts to realize racial equity in conservation. To do this, we're committed to our own process of transformation by operationalizing and holding ourselves accountable to leading with values instead of outcomes. We will be flexible and nimble in our approaches to our work. We will measure our success by how well we live up to our values and how much we change the future through applying those values to conservation actions.

Essential Duties Include:

Recruitment (30%)

- Recruit candidates for our programs via outreach at high schools/colleges/universities, tabling at career fairs, and working with partner organizations and host sites to list jobs
- Help build diverse applicant pools that include people of color and people from low income communities
- List positions on CTNC's hiring platform, job boards, and partner/host websites

Member management and support (20%)

- Assist with participant timesheets, reimbursement requests, data reporting, and record keeping
- When possible, support members in exploring career paths, professional development opportunities, and setting and achieving professional goals

Event Planning (40%)

- Manage event logistics such as facility rentals, meals, supplies, lodging, and transportation
- Support program directors in planning and carrying out program-related events

Alumni tracking, outreach, and engagement (10%)

- Share/post information about jobs and other career advancement opportunities
- Maintain alumni database

Education and Experience

- Experience with event planning
- Experience with youth development a plus
- Experience with environmental, conservation or social justice organizations a plus

Essentials Skills and Competencies

- Experience planning small and large scale events
- Experience using Gmail, Google drive, and Google calendar
- Experience and proficiency at effectively managing multiple tasks and deadlines
- Ability to work both independently and in program teams
- Positive attitude and energy
- Attention to detail and commitment to accuracy
- Exceptional planning and organizational skills
- Goal, results and detail-oriented with the ability to set and meet deadlines
- In-state travel and participation in weekend events required

Desired Attributes

- Commitment to diversity and a history of working effectively with all people irrespective of their economic status, race, ethnicity, gender, educational level or sexual orientation.
- Flexible and adaptable work style with the ability to work some nights and weekends, manage competing demands and work independently without close oversight.
- Sense of humor, confident self-starter.
- Passion and commitment for CTNC's mission and its importance to the people of North Carolina.

Compensation and Benefits

This temporary position is part time at 20 hours per week beginning in June 2019 and ending December 2019. The pay is equivalent to \$20 per hour, commensurate with experience and abilities. This position does not include benefits such as health care or retirement.

To apply: Submit one document that includes your cover letter, resume and three references with subject line **Program Assistant** via email to:

Caitlin Burke
Associate Director
hr@ctnc.org

Applications will be accepted until May 10, 2019 or until the position is filled. A background check will be conducted before a final offer is made.

Conservation Trust for North Carolina is an Equal Opportunity Employer and values diversity of all kinds in its workforce. CTNC prohibits any discrimination in carrying on its mission on the basis of race, color, religion, sex, age, national or ethnic origin, disability, sexual orientation or marital status. This includes all programs, projects, events and any other related activity sponsored by CTNC.