

**PROGRAM ASSISTANT-LAND MANAGEMENT** - Coachella Valley Association of Governments (CVAG) – Salary Range: \$46,129 - \$63,517 annually, plus a generous benefits package. Under the direction of the Conservation Program Manager and the Director of Environmental Resources, performs wide variety of duties supporting implementation of the Coachella Valley Multiple Species Habitat Conservation Plan (CVMSHCP) on conservation properties. Primary responsibilities are to manage conservation properties, ensuring gates, signage and fencing are operational, safe, and presentable; conducts property inspections for invasive species and dumping; have good knowledge of office practices including various administrative tasks and office-oriented work as part of maintaining entries of the Land Management database in ArcGIS; and provides support to various CVMSHCP committees. Field visits to conservation lands a must. **REQUIREMENTS:** Equivalent to completion of high school and any combination of education and experience that would provide required knowledge, skills, and abilities is qualifying. **APPLY BY:** 5 p.m. on August 9, 2021, but position will remain open until filled. **CVAG application, resume and cover letter required.** Applications and full job description may be obtained at: <https://www.cvag.org/employment.htm> or by calling (760) 346-1127.