Administrative and Outreach Specialist – Position Number 2200

The Colonial Soil and Water Conservation District (CSWCD) is accepting applications for an Administrative and Outreach Specialist. The District administers agricultural and urban conservation programs through local, state, federal funds, and grants. This position will assist with grant reporting, tracking funds, and preparing financial reports for the Operations Manager. As well as promoting District programs through website management, social media, and outreach events. The position will work out of the Colonial SWCD office in Williamsburg, VA, requires evening meeting attendance (recurring monthly), as well as occasional weekend and overnight hours/travel.

Preferred qualifications include previous experience utilizing Wix for website management, grant management and reporting, file management, and assisting with or coordinating outreach activities. Required education and experience includes: any combination of education and experience equal to a Bachelor's degree in agriculture, natural resources, environmental science, biology, or a related agricultural marketing field; experience with grant administration and reporting; and/or related experience which will provide the required knowledge, skills, and abilities. Applicants must have a valid Virginia driver's license.

The successful candidate must have proficient computer skills, excellent organizational and multitasking abilities, attention to detail, active engagement with social media platforms, the ability to manage the District website (Wix), the ability to work independently, effective team collaboration, courteous public interaction, and flexibility to accept additional duties as needed to carry out program deliverables in support of the Districts goals.

The salary range for the Administrative and Outreach Specialist is $55,910 - $87,242, the general hiring range $55,910 - $64,297. The annual starting salary to be commensurate with experience, knowledge, skills, and abilities. Benefits include paid leave, paid holidays, participation in the Virginia Retirement System, and employer paid healthcare coverage (selected plan).

Application form and full job description are available at: https://www.colonialswcd.org/employment.

Send cover letter, resume and application to human.resources@colonialswcd.org or to Colonial SWCD, Attention Amy Walker, 205 Bulifants Blvd, Suite C, Williamsburg VA 23188. Applications must be received or post-marked by November 23, 2026, COB 5:00 PM EST. CSWCD is an equal opportunity employer. The position will remain open until filled.