

The Town of Sturbridge is seeking an Assistant Conservation Agent with a strong understanding of environmental regulations, natural-resource protection, and municipal conservation operations. Working under the direction of the Conservation Agent, this position performs a combination of professional, technical, field, and administrative work involving wetlands permitting, environmental compliance, natural-resource protection, and conservation land management.

This position offers an opportunity to apply technical knowledge and experience while contributing to a broad range of conservation, environmental planning, and natural-resource management initiatives.

Rate: \$23.88 - \$32.26/hr

Environment: The Sturbridge Conservation Department is a small, collaborative municipal department with a diverse workload combining office administration, environmental permitting, fieldwork, and natural-resource management. The position requires organization, adaptability, and the ability to work independently while coordinating with Town staff, boards, residents, and environmental professionals. Occasional evening meetings are required.

- **Environmental Permitting & Review:** Review applications, plans, and supporting documentation for compliance with state and local wetlands regulations; assist with preparing permits, determinations, and recommendations.
- **Field Inspections & Compliance:** Conduct site visits, wetland verification, compliance inspections, and investigations of potential violations; assist with enforcement activities.

- **Department Administration:** Coordinate daily office operations, maintain permit records, track deadlines, process correspondence, and respond to public inquiries.
- **Board & Committee Support:** Prepare agendas, meeting materials, minutes, and legal notices; provide administrative and technical support to the Conservation Commission and other designated committees.
- **Conservation Land & Natural Resource Management:** Assist with conservation land stewardship, open-space planning, trails, environmental monitoring, and natural-resource management initiatives.
- **Projects & Department Programs:** Support grant administration, procurement, GIS mapping, project coordination, public outreach, and other departmental initiatives.

The responsibilities listed above are a summary and are not all-inclusive. Please refer to the full Assistant Conservation Agent Job Description for additional duties, qualifications, and position requirements.

Requirements and Qualifications

Minimum Requirements:

- Bachelor's degree from an accredited college or university; three years of related experience or training; or an equivalent combination of education and experience.
- Working knowledge of natural-resource protection and management, environmental regulations, and applicable state and local laws.
- Ability to read and interpret site plans, technical documents, and regulatory requirements.
- Strong written and verbal communication, organizational, and computer skills.
- Ability to conduct field inspections and work in varying terrain and weather conditions.
- Valid Massachusetts Class D driver's license.
- Massachusetts Association of Conservation Commissions (MACC) Fundamentals Certificate, or ability to obtain within one year of hire.

Preferred Qualifications:

- Demonstrated experience applying the Massachusetts Wetlands Protection Act and/or local wetlands regulations in environmental permitting, consulting, or municipal conservation.
- Experience with wetlands delineation, environmental permitting, site inspections, or regulatory compliance.
- Familiarity with GIS/GPS mapping, stormwater management, and municipal conservation operations.

How to Apply

Interested applicants must submit a completed Town of Sturbridge Employment Application and a current résumé. Copies of relevant professional certifications are encouraged, particularly for certifications referenced in the applicant's résumé.

BOTH THE EMPLOYMENT APPLICATION AND RÉSUMÉ ARE REQUIRED FOR CONSIDERATION.

Completed application materials must be submitted by **October 30, 2026**, to:

Frances Wychorski, Administrative Assistant to the Town Administrator

Email: FWychorski@Sturbridge.gov

In Person: Sturbridge Town Hall, 308 Main Street, 2nd Floor, Sturbridge, MA 01566

The Town's Employment Application is available on the Town's Job Opportunities webpage. (<https://www.sturbridge.gov/1200/Job-Volunteer-Opportunities>)

For questions regarding the position, please contact:

Lauren Vivier, Conservation Agent

Email: LVivier@Sturbridge.gov

Application Deadline: Open until filled. Priority consideration will be given to applications received by October 30, 2026.

The Town of Sturbridge is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other status protected by applicable law.