



## Career Opportunity

### Administrative Assistant

**INTRODUCTION:** This part-time position provides administrative relief to the Administrative Specialist. The responsibilities include providing front office reception and general administrative support. This a great opportunity to support conservation in your community with a part-time schedule.

### DUTIES AND RESPONSIBILITIES:

- Open the office to incoming customers or close the office to ensure office security.
- Provide cheerful and helpful assistance to customers by phone, email, and in person.
- Ensure incoming mail and packages are properly recorded and distributed.
- Assist staff with timely and proper submittal and filing of timesheets.
- Assist administrative staff in proper recording and tracking of payables and receivables.
- Assist with inventory tracking, registration, and administrative details for tree sale, annual meeting, and community outreach events as needed and requested.
- Assist with other administrative tasks as requested.

### QUALIFICATIONS:

#### Required:

- Competent with basic math skills and good attention to detail.
- Has a positive attitude and good public relation skills.
- Familiar with popular computer software (including MS Word, Excel, and Access).
- Able to demonstrate you can responsibly handle financials and sensitive information.
- Able to cover the office from 8:15 -1:00 or 12:00-4:45, Monday through Friday.

#### Preferred:

- Previous administrative experience.
- Able to proof correspondence and written reports for basic grammar and spelling.
- Able to demonstrate knowledge of or appreciation for natural resource conservation.

### COMPENSATION RANGE AND BENEFITS:

- Part-time position.
- Pay Grade 2 \$19.00/hr. This position is paid on an hourly basis.
- 11 paid holidays, annual and sick leave benefits, and Public Employees Retirement Benefits.
- Public service loan forgiveness eligibility.

Please email resume, cover letter and references to [administrator@franklinswcd.org](mailto:administrator@franklinswcd.org). Resumes will continue to be accepted until the position is filled. Franklin Soil and Water Conservation District is an Equal Opportunity Employer.