



## Career Opportunity

Administrative and Outreach Assistant

**INTRODUCTION:** You will be at the center of communications and activities that support our conservation programs.

The responsibilities include providing front office reception and general administrative support; assisting the financial and payroll specialist with accounts payable and receivables; and assisting with Community Backyards administration.

### DUTIES AND RESPONSIBILITIES:

- Open the office for incoming customers and closes office to ensure office security.
- Provide cheerful and helpful assistance to incoming customers by phone, email and in person.
- Ensure incoming mail and packages are properly recorded and distributed.
- Assist with payables and receivables with a focus on receipting and recording incoming items.
- Serve as the initial interface to assist residents with reimbursement for putting conservation on the ground by checking eligibility, processing vouchers and proofing rebate applications.
- 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.
- Help reach the public by assisting with Get Grassy, Water Quality Partnerships, and other outreach program mailings.

### QUALIFICATIONS:

- Three years previous work experience preferred. This can include time enrolled in a degree program.
- Able to proof correspondence and written reports for basic grammar and spelling.
- 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 learn computer software programs including QuickBooks and Adobe Acrobat.
- Able to demonstrate knowledge of or appreciation for natural resource conservation.
- Able to demonstrate you can responsibly handle financials and sensitive information.
- Able to cover the office from 8:15 -4:45, Monday through Friday, and work occasional evenings.

### COMPENSATION RANGE AND BENEFITS:

- Pay Grade 2 (\$16.50 -\$18.00/hour), contingent upon funds. This position is paid on an hourly basis.
- Eligible for Family Health, Dental and Vision with full-time hours.
- 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). Selection of candidates will begin on November 15<sup>th</sup>. Resumes will continue to be accepted until the position is filled.

Franklin Soil and Water Conservation District is an Equal Opportunity Employer.