Position Description – Part-Time

TITLE AND INTRODUCTION: The Outreach Program Assistant is responsible for working closely with the Director, Marketing & Public Outreach Coordinators to assist with outreach programs and District Events.

DUTIES AND RESPONSIBILITIES:

- Assist with managing incoming community backyards program participants and tracking participation.
- Assist with looking up program participants addresses in auditor database to determine tax districts.
- Manage program excel spreadsheets for community backyards programs.
- Assist with community events on evenings and weekends.
- Assist with administration and organization of annual spring plant sale.
- Assist with administration and organization of annual meeting.
- Assist with other outreach or administrative needs related to District programs or events.
- Assist with updating program materials and conservation fact sheets.
- Assist with gathering statistics and numbers for outreach programs for planning and reporting.

QUALIFICATIONS:

- Has a bachelor’s or associate’s degree or currently enrolled in a degree program.
- Able to demonstrate some knowledge of or an appreciation for natural resource conservation.
- Has a valid driver’s license and a good driving record.
- Able to lift 25 pounds.
- Has excellent public relation skills.
- Able to communicate effectively in both oral and written form.
- Has familiarity with popular computer software (including, but not limited to, MS Word, Excel, Access, and Adobe Creative Cloud products).
- Takes initiative, be dependable, and motivated.

COMPENSATION AND BENEFITS:

Pay Grade 3 ($14.13-$19.78)
Starting rate $14.13 – $16.00, commensurate with experience.
This position is paid on an hourly basis and contingent upon grant funds.
Hours may vary depending on workload and season.
Paid holidays.
Annual and Sick Leave Benefits.
Public Employees Retirement Benefits.

APPLICATION:

Please email resume, cover letter and availability to administrator@franklinswcd.org. Selection of candidates will begin on February 21st. Position will remain open until filled.