



Position Announcement

Administrative Assistant

Under general direction, this position provides program and administrative assistance to the South St. Louis Soil and Water Conservation District. A successful applicant should be able to demonstrate the ability to adapt to changing priorities, work individually and in a team setting, develop and implement projects and programs on one's own initiative, and have an attention to detail.

Closing Date: August 11, 2017

Location: Duluth, MN

Employment Conditions: Part-time, Temporary. 20-24 hours per week with some flexible scheduling.

Compensation: \$16 - \$18/hr., depending on qualifications & experience. No benefits.

Travel Required

Minimum Qualifications:

1. At least a two year degree or equivalent work experience.
2. Interest or degree in environmental studies or similar fields.
3. Must have standard computer skills - programs used include QuickBooks, Dreamweaver, and Microsoft Office including Excel.
4. Knowledge of social networking and marketing strategies would be helpful.
5. Must have a good attitude, be a quick learner and be able to represent the District professionally.
6. Requires a Class D Driver's License: a single unit vehicle with a gross vehicle weight of less than 26,000 pounds. This is a basic driver's license.
7. Requires occasionally lifting such articles as file boxes and heavy hand tools or heavier materials with help from others and/or lifting and carrying light objects frequently. Even though the weights being lifted may only be a negligible amount, a job is in this category

may require walking or standing to a significant degree or may involve sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

Duties & Responsibilities:

1. Provide general administrative assistance to the District staff.
2. Perform basic accounting duties including: collect money, provide receipts, handle deposits, record payments, balance bank statements and issue payment for accounts receivable and payroll, prepare monthly and yearly budgets and financial reports, compile documentation for fiscal audits, track time and projects and prepare monthly billings.
3. Provide general and specific information pertaining to the functions, programs and regulations of the District to landowners and others via phone, email and at public events.
4. Maintain district website and provide ongoing design/development.
5. Assist with the coordination of the annual tree sale.
6. Assists with coordination of conservation education and outreach programs.
7. Assist with the preparation of plans, reports, applications and other documents.
8. Coordinate Rural Rainfall Program and reporting to the State.
9. Incumbent may be asked to perform other duties as apparent or assigned.

Please send (electronic preferred) a resume and letter of interest by close of business on August 11, 2017 to:

R.C. Boheim, District Manager
215 N. 1st Ave. E. Rm. 301
Duluth, MN 55802
(218) 723-4867
RC.Boheim@southstlouisswcd.org

Please include a copy of your DD214 if you are applying for Veteran's preference points.

The South St. Louis SWCD is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the SWCD will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.