



GLADWIN CONSERVATION DISTRICT

Conserving Gladwin County's natural resources for today and future generations.

Position Description: District Program Assistant

Pay range: \$15.25 - \$17.25 per hour

Who We Are

The Gladwin Conservation District (GCD) is a non-profit organization whose mission is to advocate for the conservation of Gladwin County's natural resources. The district takes an ecosystem approach to conservation and protection and provides conservation programs and services, as well as linking landowners and managers to other programs and opportunities available.

Position Summary

The Gladwin Conservation District (GCD) is seeking a District Program Assistant (DPA). The District Program Assistant position is a part-time, at-will position subject to the overtime provisions of the Fair Labor Standards Act. The DPA provides support to the Gladwin County Soil and Water Conservation District ("District") staff, including: answering and directing phone calls; processing bulk mailings; researching products and services; reserving meeting facilities; copying; filing; taking meeting minutes; and providing word processing support on various publications and materials.

The DPA must have strong office management skills; bookkeeping skills; the ability to work independently and as a part of a team; and be able to communicate effectively with District Staff and project partners. The DPA represents the District in the community and is expected to provide superior customer service and behave in a professional manner at all times.

Job Description

- Perform a variety of administrative activities for the District such as answering phone calls, greeting visitors to the office complex, composing correspondence, and various other projects.
- Prepare meeting notices and take meeting minutes, assists with editing manuals and other documents, and help develop and publish meeting agendas.
- Create and manage agency correspondence, including managing supporting documentation and filing of records. Excellent proof reading, punctuation, and grammar skills are required.
- Provide direct assistance to the District Administrator, as needed.
- Direct contact with the public - expected to be responsive and respectful and to maintain a positive and professional working relationship with partners, customers, co-workers, Directors, and other officials.
- Assist in entering information into one or more databases, process bulk mailings, and other tasks as needed or assigned.
- This position may occasionally require work outdoors related to fairs, workshops, and other District-sponsored programs and events. These events may occur during inclement weather.
- This position requires occasional travel to conferences and workshops, including daytime and evening meetings away from the District's office. Occasionally, travel may be outside the normal workday.

Supervision

This position is not supervisory and is supervised primarily by the District Administrator.

Knowledge, Skills and Abilities

The District Program Assistant position requires the following knowledge, skills, and abilities:

- Strong communication, writing, and interpersonal skills to support effective communication with others.
- Proficiency with Microsoft Word, Excel, Access, PowerPoint, and Outlook for information entry and retrieval, correspondence and report writing, development of spreadsheets, and graphing of data.
- Ability to coordinate the logistics for various meetings and events, including preparing and assembling materials, securing venues, setting up tables and chairs, and assuring that refreshments appropriate to the event are available.
- Critical thinking skills to assist in the development of annual reports, fact sheets, newsletters, brochures, fliers, guidebooks, etc. that promote and explain the District's conservation goals, programs, and successes.
- Work in accordance with all applicable local, state, and federal laws, providing service without discrimination according to District policies.
- The ability to work effectively with people from a variety of culturally diverse backgrounds.

Minimum qualifications

- Associate degree in Business or in a field pertinent to the duties of this position AND three years of directly related administrative experience; OR five years of directly related administrative experience; OR any equivalent combination of experience, training, and/or education.
- Proficiency in Microsoft Office programs.
- Oral and written skills sufficient to effectively communicate in English.
- Sufficient mobility and ability, with or without reasonable accommodations, to perform the physical functions of the job, in the office or in the field.

Compensation

This is a part-time position with an expectation of approximately 24 hours per week. The pay range is \$15.25 - \$17.25 per hour depending upon qualifications.

Benefits

No benefit package is included with the position. New employees are in an introductory period for their first six months of employment. More information on benefits can be obtained at the District Office.

Application Deadline

All application materials must be **received by April 5, 2020 by 4:30 pm**. Incomplete applications will not be considered.

How to Apply

Apply online [HERE!](#)

Submit a GCD Job Application form, a cover letter, a resume, and three professional references. Send electronic submissions to Tristan.hewitt@macd.org, or mail your materials to:

Tristan Hewitt
Gladwin County CD
1501 North State Street
Gladwin, MI 48624

PLEASE NOTE

The employee in this position is an employee of the Gladwin County Conservation District. The employee is not an employee of the State of Michigan or of Gladwin County.

If an offer of employment is made, it will be contingent upon passing the criminal background investigation, having an acceptable driving history, and acceptance of the policies and procedures contained in the District's employee handbook.

Equal Employment Opportunity

Gladwin County Conservation District is an equal opportunity employer and will not discriminate in employment, promotions, or compensation on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, disability status, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Disclaimer

The District retains the right to modify compensation, benefits, and job duties for this position at any time.