

Miami County Conservation District
Job Description: Office Assistant (Part-Time)

The Office Assistant performs various clerical and administrative duties for the Miami County Conservation District (CD). The Office Assistant participates in the day-to-day communication and organization of the field office, in partnership with NRCS, FSA and CD staff. A pleasant and welcoming attitude is required for this position, which serves as the first stop for clients – mainly farmers and ranchers in the county. The Office Assistant is an employee of the CD Board of Supervisors and reports to the CD Manager.

Attendance at monthly board meetings (second Tuesday) is required. Work schedule is flexible and will be planned with other office staff to ensure that district office remains open during business hours (8:00 am – 4:30 pm, Mon. – Fri.). Attendance at other CD-related meetings and events, including evening and occasional weekends, is required. Actions taken while on duty will be performed in a safe and professional manner, to reflect favorably on the CD.

Principal duties include, but are in no way limited to:

- Serve as a receptionist for the CD and NRCS by receiving visitors and telephone calls.
- Perform clerical duties as needed for the CD and NRCS (filing, organizing, ordering supplies).
- Process incoming and outgoing mail for the CD and NRCS.
- Prepare correspondence, reports and other materials for the CD.
- Assist, as needed, in the implementation of all CD programs (cost-share, education and enterprise activities).
- Assemble materials for monthly board meetings: agenda, reports, correspondence, financial reports, etc. Take minutes and submit monthly to DOC following approval.
- Assist with arrangements for the CD Annual Meeting each January.
- Assist with coordination of Earth Day Festivals each April for 5th grade students.

Minimum Qualifications: Proficient communication and writing skills – typing, grammar, spelling. Proficient computer skills – Microsoft Office Suite, especially Word and Excel. Highly organized and energetic, comfortable with a constantly changing office environment.

Preferred Qualifications: Bookkeeping and contract management experience, interest in conservation and education, experience with publishing programs and social media.

Pay Range/Work Schedule: \$12-\$15/Hour, 15-20 Hours/Week