



# Okanogan Conservation District

1251 S. Second Ave, Room 102

Okanogan, WA 98840

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## Position Announcement

<b><u>Title</u></b>	<b>Administrative Assistant</b>
<b><u>Location</u></b>	Okanogan Conservation District office, Okanogan, Washington
<b><u>Description</u></b>	<p>The Okanogan Conservation District is seeking a detail-oriented individual with excellent customer service skills to fill a newly created Administrative Assistant position. The Okanogan Conservation District is a dynamic organization, comprised of volunteer board members and paid staff members, that are leaders in “on the ground conservation”. We seek individuals that will complement our highly productive, energetic, and skilled staff to deliver quality conservation programs to Okanogan County residents.</p> <p>The incumbent will provide administrative, clerical, and financial tracking support to District staff including, but not limited to, processing grant payment requests, tracking cost-share payments to private landowners, administering district personnel benefits, and assisting with a multitude of other administrative, clerical, and financial functions.</p> <p>Incumbents must have a high school diploma or equivalent. Two or more years of administrative and clerical experience is highly desired.</p>
<b><u>Wages and Benefits</u></b>	This position is a part time (30-40 hours per week) non-exempt (FLSA) status hourly position with compensation between \$15.00 and \$18.00 per hour, depending on qualifications. Additionally, the incumbent will be eligible for District benefits package which includes medical insurance, Washington State Retirement, 10 paid holidays per year, vacation leave, sick leave, and exchange time.
<b><u>Application Deadline and Instructions</u></b>	<p>This position is open until filled. First review of applicants for interviews is 12:00 PM, April 26, 2019. Contact the Okanogan Conservation District office for a detailed position description.</p> <p><b>Applicants must submit a cover letter, resume, and three references (at least two of which are professional) directly to:</b> Okanogan Conservation District 1251 2<sup>nd</sup> Ave. South, Room 102 Okanogan, WA 98840 <a href="mailto:craig@okanogancd.org">craig@okanogancd.org</a></p>

The Okanogan Conservation District is an equal opportunity employer.