



Position Announcement

Job Title: Administrative Assistant

Location: Warren, MN

Job Description: Marshall SWCD is looking for an energetic and enthusiastic individual to join our team! If you are looking for an office atmosphere that is team oriented, and have an interest in the natural resource world, please apply for our administrative assistant position!

The successful applicant will hold a full-time position with the district to take on fiscal and administrative responsibilities alongside the district manager. This position will be responsible for accounting, financial, and payroll services for the district, along with various other administrative services as assigned by the district manager. These other responsibilities may include project administration, grant reporting, assist in the field and office with the District's Tree and Drill Program, and partnership coordination and administration.

Qualifications:

Preferred Qualifications

- A 2-year associate degree or 4-year bachelor's degree in office administration, finance, accounting, or related field.
- Work experience within an office with accounting, finance, administration, or a combination of these experiences.
- Proficient in Microsoft Office applications and in QuickBooks.
- Demonstrated oral and written communication skills.
- Classes associated with conservation or other natural resources.
- Experience with staff management.
- Experience working with a soil and water conservation district, watershed district, or similar organization.
- Experience with grant management.
- Experience with ArcGIS and/or ArcPro

Employment Conditions: Full-time (40 hours/week)

Compensation: \$20-\$22/hour plus benefits, DOQ

Location: Warren, MN

Closing Date: May 3rd, 2024

Application Information: Cover letter and resumes can be emailed to: Darren.Carlson@mn.nacdnet.net