

# **Presque Isle Conservation District Administrative Assistant Position Announcement**

The Presque Isle Conservation District (PICD) is seeking a part-time Administrative Assistant, responsible for office management of the Presque Isle Conservation District. He/She will be a highly organized, self-motivated individual with a dedication for preserving natural resources. Working under supervision of the PICD's Board of Directors, the Administrative Assistant supports all PICD plans, programs, activities, and procedures to ensure sustainability and positive impact on the organization and community.

## **Primary Duties and Responsibilities**

Office management of the Presque Isle Conservation District office. This includes all aspects of financial management and reporting as well as detailed communication with the District Board of Directors. Works closely with the District Forester in support of Forestry Programs. Experience in creating and maintaining financial budgets (basic accounting) is important.

## **Qualifications**

Previous experience managing a small office or non-profit or volunteer organization. A successful candidate will perform administrative tasks *independently*. Experience with social media and basic web site design is important.

He/She will be highly organized, customer oriented, self motivated with a passion for the management of our districts natural resources. Experience with QuickBooks® and basic accounting procedures is a must. A background in natural resources and or related field is a plus.

## **Compensation**

\$20 per hour initially compensation review in 3 months 20-24 hours per week.

If you are interested in applying for the position, please send your Cover Letter and Resume to [\*\*franksapiopicd@gmail.com\*\*](mailto:franksapiopicd@gmail.com)

The position will remain open until filled, with first consideration given to applicants received by May 1, 2025.

The Presque Isle Conservation District is an equal opportunity employer and will not discriminate in employment, promotions, or compensation based on race, sex, color, religion, national origin or ancestry, age, marital status, handicap, or veteran status.