

## OTTAWA COUNTY POSITION POSTING

<b>Job Title:</b>	Administrative Assistant and Outreach Coordinator
<b>Reports to:</b>	Program Administrator, Ottawa Soil and Water Conservation District
<b>Job Status:</b>	Classified, FLSA Non-Exempt Hours are negotiable from 25-40 hrs. per week
<b>Salary Range:</b>	\$14.00 - \$17.00 per hour

### Job Summary

The administrative assistant and outreach coordinator is responsible for secretarial and clerical duties, website, social media presence, local media outreach, marketing, and other day to day activities of the office.

### Essential Knowledge, Abilities and Skills, Education

- Ability to communicate effectively, both verbally and in writing, with SWCD partner agencies and organizations
- Working knowledge of accounting with QuickBooks
- Proficiency in the use of Microsoft Office applications (Word, Excel, PowerPoint, Publisher)
- Proficiency in website design, social media applications, market development
- Valid Ohio driver's license
- Associate degree in Business Administration, or any equivalent combination of education and experience that provides the requisite knowledge, skills, and abilities for this job

### Essential Functions of the Administrative Assistant

1. Receptionist for the district, answers phone calls, greets the public in a courteous, positive and helpful manner, prepare various correspondence, press releases, reports and other material necessary for the operation of the office
2. Maintain records and files, inventory, maintains office supplies
3. Assist in preparation of vouchers, invoices, checks, payroll and other documents
4. Record minutes at Board meetings, Board agendas, prepare election notices, assist with annual meeting and other district events
5. Assist with district, NRCS and ditch programs as needed

### Essential Functions of the Outreach Coordinator

1. Maintain district website and social media presence
2. Write and submit regular press releases
3. Develop materials to market district activities

### Additional Desired Skills/Expertise

- Experience in working with or writing grants
- Working knowledge of USDA Farm Bill programs
- Flexible with varying workloads and willing to assist with numerous projects
- Familiarity with A/RC Map and GIS Software

### Other Responsibilities

Other duties as assigned

### Job Location

Office will be located at the Ottawa SWCD office in Oak Harbor with occasional travel.

**Equipment Used**

Ottawa SWCD provided office equipment, vehicles, IT equipment, survey tools, and other various tools.

**Physical Requirements**

The duties of this position are performed at the SWCD office and the environment is typical of an office setting. May include sitting, light lifting, working out of doors, and travel to meetings out of the office.

All duties and actions taken by the incumbent of this position while on official duty will be performed in a safe and healthful manner and will be of a nature to reflect favorably on the Ottawa Soil and Water Conservation District.

*Ottawa County is an Equal Opportunity Employer/Drug Free Workplace. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**DEADLINE TO APPLY: 09/07/2018 at 4:30pm**

**TO APPLY:**

**Send resume to Mike Libben at [mike.libben@ottawaswcd.com](mailto:mike.libben@ottawaswcd.com)**

or mail to

240 W Lake St # B

Oak Harbor, OH 43449