

**Employment Opportunity:**

**Administrative Assistant, 24 hours per week.** The Administrative Assistant will provide clerical and program support for administrative and technical staff, and be responsible for marketing. This position will support the organization's communications, marketing and fundraising initiatives, general office activities, and direct and participate in the creation and dissemination of written and electronic communications including website/social media updates. Must also be available for occasional evening meetings, trainings and weekend events. For a full job description click [administrative-assistant](#). Send cover letter and resume to Sherry L. Blaszak, Manager, Missaukee Conservation District, 6180 W. Sanborn Road, Suite 3, Lake City, MI 49651 or sherry.blaszak@macd.org by 4:30 June 9, 2017.