



Missaukee Conservation District  
6180 W. Sanborn Road  
Lake City, MI 49651  
phone: 231.839.7193  
fax: 231.839.5411  
www.missaukeecd.org

Job posting

**Title: Administrative Assistant (24 hours/week)    October 2016**

**Submit: Cover letter and resume**

**Due: 4:30 pm, November 22, 2016**

**Position Summary:** The Missaukee Conservation District is a quasi-governmental entity that assists area landowners with natural resource needs. 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, participate in the creation and dissemination of written and electronic communications, assist in website/social media updates, and general office activities. Must also be available for occasional evening meetings, trainings and weekend events.

**Essential Responsibilities/Job Functions:**

**An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.**

1. Receptionist duties
  - Answer phone, recording and distributing messages
  - Greet clients and provide general information about programs and assistance available at the District. Direct clients to other agencies or resources that may assist them.
2. General office assistance
  - Filing, mailing, organizing, typing, photocopying, etc.
  - Assist with the preparation of promotional and educational materials including newsletters, news releases, brochures, flyers and displays
  - Assist with the preparation of materials for the monthly board meetings
  - Assist with the coordination and planning of District events
  - Assist other staff members as needed
3. Marketing Coordinator
  - Direct and be responsible for social media- Facebook, website, e-blasts, etc.
  - Assist with activities such as fundraising, promotion, volunteer recruitment and event planning.
4. Other duties as assigned

**EMPLOYMENT QUALIFICATIONS:**

**The requirements listed below are representative of the knowledge, skills, ability and minimum qualifications necessary to perform the essential functions of the position.**

1. Associate degree; experience will be considered in lieu of this qualification.
2. Knowledge of natural resources and conservation.
3. Strong verbal, written and interpersonal communication skills.
4. Ability to multitask and maintain deadlines.
5. High degree of proficiency in office procedures, typing and machines.
6. Must maintain confidentiality at all times.
7. Familiarity with marketing and use of social media.
8. Knowledge and practical experience regarding basic computer skills, including Microsoft Word and Excel Programs.
9. Ability to work independently and make decisions in accordance with established policies and regulations.
10. Polite, courteous and tactful with the public. Positive attitude and sense of teamwork is a must.
11. Able to pass background check and possess a valid driver's license.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks that the employee may be expected to perform.)

**PHYSICAL REQUIREMENTS:**

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements:

Ability to use office equipment such as telephone, fax machine, calculator, computer software including word processing database, and electronic mail/internet/world wide web.

Prolonged sitting and standing.

Ability to lift 40 pounds.

*Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.*

**REPORTS TO:** Sherry L. Blaszak, District Manager

**FAIR LABOR STANDARDS ACT STATUS:** Hourly (non-exempt)

Missaukee Conservation District is an equal opportunity employer and program provider.