Job Opportunity

Sotoyome Resource Conservation District

Established in 1945, the Sotoyome Resource Conservation District (RCD) has been a leader in promoting the stewardship of natural resources in central and Northern Sonoma County. Since its establishment, the RCD has been providing educational, technical, and funding support to landowners in the following watersheds: Mark West, Dry Creek, Mill, Palmer, Felta, Austin, Maacama, Big Sulphur, Alexander Valley, Laguna de Santa Rosa, Sheephouse, Jenner and Russian Gulches, and other associated tributaries to the Russian River in addition to the entire Gualala River Watershed. For more information visit: www.sotoyomercd.org. The Sotoyome RCD is current seeking a part-time Administrative Assistant for immediate hire.

Job Description

Definition: Working under the supervision of the Executive Director, the part-time Administrative Assistant oversees and manages all office procedures and other tasks as assigned by the Executive Director. Salary is commensurate with experience.

Duties and Responsibilities:

- Oversee all aspects of general office coordination.
- Maintain office calendar to coordinate work flow and meetings.
- Answer telephones and transfer to appropriate staff member.
- Open, sort and distribute incoming correspondence, including faxes and email.
- Prepare responses to correspondence containing routine inquiries.
- Perform general clerical duties to include, but not limited to, copying, faxing, mailing and filing.
- File and retrieve organizational documents, records and reports.
- Create and modify documents such as invoices, reports, memos, letters and financial statements using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office, QuickBooks or other programs.
- Set up and coordinate meetings and conferences.
- Prepare agendas and make arrangements for committee, Board or other meetings and interact with the organization's Board of Directors.
- Attend Board, committee meetings or other meetings as requested and compile, transcribe and distribute minutes of meetings.
- Make travel arrangements for staff, board and volunteers.
- Purchase and maintain inventory of office equipment and supplies.
- Arrange for the repair and maintenance of office equipment.
- Support staff in assigned project-based work.
- Assists in special events, such as fundraising activities and the annual District Awareness Day and legislative field tours.
- Assist with overall maintenance of the organization and its offices.

- Other duties as assigned by Executive Director.

Knowledge, Skills and Abilities:
1. Computer literate.
2. Good writing, analytical and problem-solving skills.
3. Knowledge of principles and practices of organization, planning, records management and general administration.
4. Ability to communicate effectively.
5. Ability to operate standard office equipment, including but not limited to, computers, telephone systems, calculators, copiers and facsimile machines.
6. Ability to follow oral and written instructions.

Minimum Qualifications:
1. At least two (2) years experience in general office responsibilities and procedures.
2. Must be computer literate.
3. Knowledge of principles and practices of basic office management and organization.
4. Knowledge of Microsoft office suite and other computer software.
5. Ability to work well either alone or as part of a team.

POSITION DESCRIPTION:

This position will work approximately 15-20 hours a week depending on needs, pay rate is $16-$17/hour.

Work location: 2150 West College Avenue, Santa Rosa, and project sites throughout the northern two thirds of Sonoma County.

Start Date: Immediately

Application Procedure: Please e-mail a letter of interest, resume and/or list of qualifications along with a list of three references to the Sotoyome RCD Executive Director at: kheckert@sotoyomercd.org. No phone calls please.

Final date for filing: Open until filled