

SANDUSKY COUNTY POSITION POSTING

Job Title:	Administrative Assistant and Outreach Coordinator
Reports to:	Program Administrator, Sandusky Soil and Water Conservation District
Job Status:	Classified, FLSA Non-Exempt Full Time 40 hrs. per week
Salary Range:	Based on experience

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 producer contracts, files, and data entry in Beehive for H2Ohio
3. Maintain district records, files, inventory, and office supplies
4. Assist in preparation of vouchers, invoices, purchase orders, checks, and other documents
5. Record minutes at Board meetings, Board agendas, prepare election notices
6. Assist with district, NRCS and ditch programs as needed

Essential Functions of the Outreach Coordinator

1. Promote H2Ohio
2. Maintain district website and social media presence
3. Write and submit regular press releases
4. Develop materials to market district activities
5. Assist, organize, and promote Annual Meetings and District Events.

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 ARC Map and GIS Software

Other Responsibilities

Other duties as assigned

Job Location

Office will be located at the Sandusky County SWCD office in Fremont, OH with occasional travel

Equipment Used

Sandusky Co. 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 Sandusky Co Soil and Water Conservation District.

Sandusky 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: MAY 12, 2021 at 4:00 p.m.

Application

Persons wishing to be considered for the position must submit a completed Sandusky County Application for Employment which can be found on the Sandusky County website at www.sandusky-county.com along with a resume and cover letter.

Additional Questions:

Contact Sandusky Soil and Water Conservation Office

Phone: 419-334-6324

Email: grammer_meagan@co.sandusky.oh.us