



Onondaga County Soil & Water Conservation District

6680 Onondaga Lake Parkway, Liverpool, New York 13088
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website: www.ocswcd.org

ADMINISTRATIVE ASSISTANT

The Onondaga County Soil & Water Conservation District seeks an experienced Administrative Assistant to the Board of Directors. This person is responsible for working with the Executive Director to prepare for and record the monthly BOD meetings and quarterly (evening) meetings of the Skaneateles Lake Watershed Agriculture Program (SLWAP).

Typical duties of this position include: coordinating daily office operations and providing administrative support to all staff, being first point of contact for all customers (via in-person, phone, and email reception, so good interpersonal skills are a must!), producing a quarterly newsletter, assisting with the annual tree & shrub sale, assisting with Enviro-Thon (a regional environmental education competition for area high-school students) and additional duties as assigned.

Additionally, this person will also assist our accounting department with tasks such as: invoicing, accounts payable, bank reconciliations, annual audit, and additional duties as assigned.

Interested candidates must have excellent interpersonal skills, work well with others, have the ability to multi-task, have experience with the Microsoft software (Word, Excel, Power Point, Publisher, etc.), website management and meeting/event coordination. Possession of a valid NYS Driver's License at the time of appointment. Government or not-for-profit experience helpful. Background/familiarity/interest in agriculture and the environment highly desirable! Some assistance to field staff in the field is required. Salary range is \$37,500 to \$42,500. We offer 12-paid holidays and are part of the NYS Retirement system. Full-time staff earn vacation, sick (and can earn compensatory time) biweekly.

Qualified candidates should visit our website at visit www.ocswcd.org or call Director Mark Burger at (315) 457-0325 for a vacancy announcement and application.

Continuous recruitment until job is filled by suitable candidate.

EOE.

"Promoting excellence in the wise use of our rural/urban natural resources"