**Purpose:** The Administrative Assistant is responsible to serve as receptionist, marketing coordinator, financial entries and reporting, and provide general office support. Work requires professionalism along with the desire to help the public, partners, and office staff. The goal of all staff is to fulfill the mission of the Missaukee Conservation District.

Work is performed under direct supervision of the Missaukee Conservation District Manager with direction from the Missaukee Conservation District Board of Directors.

1. Receptionist duties
   * First in line for phone
   * Assist public, both walk-ins and phone inquiries, making referrals to other staff or appropriate agencies where necessary.
2. General office assistance
   * Filing, mailing, organizing, typing, copying, labeling, 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 and writing of minutes.
   * Assist with the coordination and planning of District events
   * Assist other staff members as needed
   * Prepare and submit monthly activity report
   * Contribute to keeping office space clean and inviting to the public
   * Maintain metrics data base with detailed records of program staff time utilization, presentations completed, number of participants
3. Marketing Coordinator
   * Direct and be responsible for social media
   * Facebook postings- request submissions from all staff and post to FB
   * Website updates
   * Post to marketing sites such as radio, TV, and newspaper
   * Update website
   * Assist with activities such as fundraising, promotion, volunteer recruitment and event planning.
   * Annual Report development
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. Ability to multitask and maintain deadlines.
4. High degree of proficiency in office procedures.
5. Must always maintain confidentiality.
6. Familiarity with marketing and use of social media.
7. Knowledge and practical experience regarding basic computer skills, including Microsoft Word and Excel.
8. Ability to work independently and make decisions in accordance with established policies and regulations.
9. Polite, courteous, professional, and tactful with the public. Positive attitude and sense of teamwork is a must.
10. Able to pass background check, possess a valid driver’s license and have reliable transportation.

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

**PHYSICIAL 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:

1. Able to sit at a desk for extended periods.
2. Able to get between offices to meet customers for assistance.
3. Able to bend over to access files.
4. Ability to lift 25 pounds occasionally.
5. Able to hear, read and speak English.

**Working Conditions:**

1. Works in an office environment. Daily shift is to be determined, 8:30 AM to 4:30 PM with ½ hour lunch.
2. May be required occasionally to attend meetings, special events and training meetings outside the normal work schedule with advance notice provided.

*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)

**APPLICATION**: Submit resume to Sherry L. Blaszak, [sherry.blaszak@macd.org](mailto:sherry.blaszak@macd.org) by close of business October 10, 2022.

**DATE:** September 2022