

Tidewater SWCD
Conservation Office Assistant Job Description
FY 16-17
Approved By District Board: January 25, 2017

This position is classified as exempt under the Fair Labor Standards Act.

Job: Conservation Office Assistant

General Description of Work: This position is responsible for assisting with the Virginia Agriculture Cost Share BMP Program and office administrative/bookkeeping duties. Work is performed under the general supervision of the Tidewater SWCD Board of Directors with direct supervision by the District Manager and technical direction by the Conservation/Education Specialist.

Duties:

- Assist the Conservation Education Specialist with the Virginia Agriculture Cost-Share BMP Program and other conservation programs with data entry, file management, field visits, and producer meetings.
- Assist in meeting the requirements of the Desktop Procedures for District Fiscal Operations Guide by verifying bank reconciliations, expenditures, and learning basic functions of QuickBooks software. Provide basic office administrative support such as but not limited to file management, maintaining office supplies, mail, and photos.
- Attend Board Meetings and takes accurate minutes and maintain the minutes in an acceptable manner.
- Prepares and distributes Board Meeting notices, assembles meeting packets, and orders/purchases food and supplies needed for the meeting.
- Assist with accomplishing goals as outlined in the annual plan of work and strategic plan.
- Assist in promoting education activities such as Clean Water Farm Award Program, Youth Conservation Camp, Poster Contest, Envirothon, and other related programs.
- Assist in preparation of media releases, news articles, and district newsletter.
- Assist with educational outreach programs and in class presentations.
- Attend meetings, trainings, and partner workshops to acquire and maintain necessary skills.
- Perform other duties as assigned by the District Board, District Manager, and Conservation/Education Specialist.

Knowledge, Skills, and Abilities:

- Strong computer, math, and bookkeeping skills required.
- Competent in using Microsoft Office and Outlook programs.
- Communicates effectively orally and in writing.
- Works independently, efficiently, and multitasks.
- Maintains effective working relationships in a team environment.
- General knowledge of natural resources conservation.
- Able to occasionally work evening or weekend hours and on occasionally travel out of town for trainings and meetings, sometimes overnight.

Education and Experience:

- Any combination of education and experience equivalent to graduation from high school.

Special Requirements:

- Possession of valid Virginia driver's license and demonstrate a safe driving record.
- Complete and pass a criminal background check