



Osceola-Lake Conservation District

138 West Upton, Suite 2
Reed City, MI 49677
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Job Posting – Assistant District Manager

Osceola-Lake Conservation District is seeking a part time (20 hours/week) Assistant District Manager to assist in organizing and coordinating all Osceola-Lake Conservation District business. Position requires recordkeeping, bookkeeping and public communication skills. Duties include attending Board and committee meetings, writing grants, planning and promoting the household hazardous waste program, organizing tire and electronic recycling events, maintaining the district website and coordinating the annual tree sales. Must be a self-starter and able to work independently. Experience or familiarity with agriculture/natural resources is desired. Candidate must pass a background check.

Skills Needed:

- Strong organizational skills
- Ability to coordinate projects
- Excellent communication skills (writing and verbal)
- Customer service experience
- Familiarity with bookkeeping software (QuickBooks) or willingness to learn
- Competence in MS Office programs, website design and mainstream social media platforms
- Grant writing background
- Excellent time management and punctuality
- Attention to detail and accuracy
- Ability to build and nurture relationships with local, state and national organizations and agencies

Additional skills preferred:

- Office management
- Public communication experience
- Knowledge of conservation programs, policies and issues.

This is a part time position with office time spread over 3 days per week. Some time is required outside of regular office hours. This position may go to full time as the needs of the District change.

Deadline for application is Wednesday, December 5, 2018. Application materials (resume, letter of interest and references) may be sent to dixie.ward@macd.org.

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