



Preble Soil & Water Conservation District

Conserving our Natural Resources

1651 N. Barron St.
Eaton, OH 45320
(937) 456-5159
www.prebleswcd.org

Preble SWCD Job Announcement – July 20, 2018

The Preble Soil and Water Conservation District (SWCD) is seeking qualified applicants for a full-time Administrative Assistant/Outreach Coordinator position.

Details are as follows:

- 40 hours per week, Monday through Friday, 7:00 a.m. to 3:30 p.m.
- Compensation based on experience, education, and skill level
- Eligible for Preble County health insurance program
- Benefits include participation in the Ohio Public Employees Retirement System, paid vacation, and sick leave.

Job duties include:

- Accounting and clerical duties such as filing, copying, and mailing
- Promoting Preble SWCD through outreach activities, public relations, and event planning
- Presenting education programs to youth and adults
- Assisting technical staff with field work as needed
- Other duties as required to provide SWCD services

Applicants should meet the following qualifications:

- Be at least 18 years of age and in possession of a valid driver's license
- Pass a background check
- Possess an Associate Degree or higher and have relevant work experience
- Able to work independently and in a team environment
- Strong oral and written communication skills
- Strong accounting and organization skills
- Strong interpersonal skills
- Proficient in using Microsoft Word, Excel, and Publisher programs
- Able to work in a variety of indoor and outdoor conditions

Please mail your completed application to: Preble SWCD
1651 N. Barron St
Eaton, OH 45320

Applications are to be **received** at the Preble SWCD Office
no later than 3:30 p.m. on Friday, August 10, 2018.

If selected for an interview, you must be available to meet with the Preble SWCD Staff and Board of Supervisors on August 15, 2018.

Please direct all inquiries to BJ Price at (937) 456-5159 or bjprice@prebleswcd.org.