



Position Announcement

Title: Operations Assistant

Status: Non-exempt; Part-time; 24 - 32 hours per week; flexible schedule

Location: Lakewood, Colorado (Denver Federal Center)

Closing Date: Open until filled

Organization Overview: Jefferson Conservation District (JCD), a political subdivision of the State of Colorado, provides natural resources technical assistance in Jefferson, Gilpin, and Clear Creek counties. Our mission is to provide leadership in a partnership effort to help people conserve, maintain, and improve our natural resources and environment. Current program disciplines include forestry, noxious weed management, and urban agriculture. JCD is overseen by a Board of Supervisors.

Position Overview: Position reports to the Staff Supervisor and assists with the administration of JCD by undertaking a variety of administrative, clerical, and outreach duties. The selected candidate will primarily work in an office, and will work internally with technical staff and externally with various groups and partners including private landowners, community organizations, non-profits and government agencies.

Examples of Duties

Finances: Assist with the maintenance and organization of financial records, accounts receivable/payable transactions, audits, long-term and short-term budgeting. Maintains confidential information.

Grant Funding: Complete grant applications and reporting.

Contracts: Assist with the preparation and maintenance of contracts and agreements between JCD and landowners, contractors, grantors, or other parties.

Board Activities: Coordinate and attend monthly board meetings, prepare agendas, keep minutes, keep board records, prepare reports, and conduct board elections.

Human Resources: Assist with record keeping, hiring, and compliance.

Website/Social Media Development: Update website regularly and maintain JCD presence in social media.

Event Planning: Organize and prepare for meetings, events, workshops, field tours, and more.

Compliance: Ensure compliance with state statutes and the policies of the Colorado State Conservation Board and Department of Local Affairs.

General Clerical: Answer phones and emails, provide customer service, copy/print/scan documents, maintain office supplies, develop and maintain record keeping systems, administer seed sales, and support other employees as needed.

Necessary Skills

- Highly organized, detail-oriented, and efficient with time management
- Excellent verbal and written communication skills
- Problem solving skills, inter-personal skills, customer service skills
- Self-motivated and self-directed
- Commitment to high quality work, professionalism, and safety
- Flexibility to perform a variety of duties and deal with unforeseen events
- Ability to work with people and respect different viewpoints
- General computing skills: proficiency in typing and use of spreadsheets and word processors, experienced with Microsoft Office Suite, and ability and willingness to learn other software programs as necessary
- Ability to operate a motor vehicle; a valid Colorado driver's license is required

This job description is not intended to be all-inclusive. Employee will perform other related duties to meet the ongoing needs of the organization.

Job Qualifications

Minimum Qualifications

- High school diploma, or equivalent
- One year of professional office experience
- Employee will be required to pass a federal government background check in order to obtain a government ID and computer access.
- Ability to attend/work monthly, weekday evening board meetings, and work three additional evening or weekend events per year.

Preferred Qualifications

- Experience with local government or non-profit administration
- Bookkeeping, payroll or accounting experience (with Quickbooks)
- Associates Degree in business management, or similar field

Starting Salary Range: \$16.00 - \$19.00 per hour, depending on experience

Required Application Materials:

- Cover letter (one page, one-sided)
- Résumé

Please send application materials in a single document file (cover letter and resume together) to workatjcd@gmail.com. Please use this naming convention when naming your attached application file: "Application_OperationsAsst_2018_YourLastName"

Upon an interview, references and transcripts may be requested